



Privacy Notice for Parents of Children under 16

What is a Privacy Notice?

The purpose of a privacy notice is to explain to people why we collect your personal data, how we use it and how we protect it so you feel confident in the knowledge that we are safeguarding and protecting your information.

This notice is for parents/guardians/carers who enrol their children, or children in their care, to services within the college. This includes learners studying within the 14-16 college and curriculum partnership, or children under 7 who are being cared for by the Childcare Centre.

The personal information that you give us

As part of your child's enrolment to the college we collect personal information from you including name, contact details, date of birth, guardian or emergency contact, ethnicity, free school meal and pupil premium status, previous attendance and progression data, religion, language, learning difficulties and disabilities, health information including medical allergies and special educational needs, criminal convictions (if applicable), and photos.

We collect information whilst your child is with us to monitor their progression and support their learning as part of their care or learning plan. This will include information relating to their attendance, behaviour, support requirements, targets and predicted grades.

We will advise you when information is mandatory and when is to be given voluntarily.

How we use the personal information you supply in the college

We will use the personal information supplied to manage their learning, provide welfare and pastoral care, to track progress so we can help them achieve the best they can.

In the **14-16 college** we use the personal information supplied to allow tutors to mark and maintain registers of attendance, to register learners with the awarding bodies to allow us to enter them for exams, or to provide an appropriate support plan or exam assessment. We also use this information to improve and develop teaching and services in the future.

In the **Childcare Centre** information is used to provide care, to keep children safe, meeting their dietary and religious requirements, as well as reporting on childrens progress and development. The information held about your child is only available to the Childcare Centre staff and is not accessible for any other staff across the Hull College Group.

We will not send you marketing information unless you have opted in to receive these during the enrolment process and we will only contact you through the methods you chose.

The legal basis on which we collect and use your personal information.

Generally, the information we collect is part of our public interest task of providing education and childcare services to you, but we also obtain freely given Consent for other areas where you are able to opt in or out of other services This allows us to collect the information we need on behalf of the government to draw down funding or childcare grants on your behalf.

Some of the data we collect is deemed to be 'special' category (such as ethnicity, health or criminal convictions) but we process it because there is a substantial public interest for us to do so, and we also have to ensure a safe and secure environment for all learners and staff.



How long we keep your personal information

As part of the public task placed on us where you have received funding for your child's place we are expected to keep their enrolment records for at least 7 years for eligibility checks. This is for audit purposes and to ensure we have evidence for why they were entitled to receive funding, grants or bursaries. We may also retain other information relating to health and safety incidents, information relating to the childcare legislation for different periods but we will not keep these for any longer than we are legally required to.

How we share your personal information

For **14-16 year olds** under the public task placed on us by the Education and Skills Funding Agency (ESFA) and the Department for Education (DfE) to fund your education we have a duty to provide them with eligibility, enrolment and achievement data. We also provide them with data to enable us to access additional grants for pupil premium and free schools meals. We use your unique learner number (ULN) to share data with the Learning Records Service (LRS) regarding your qualifications.

We also have a duty to provide pupil data to the Government to maintain the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

In the **Childcare Centre** we are required to support the local authority, social workers and the NHS in their legal duties to protect children in our care. We therefore share information relating to progress checks and development needs. However any information shared is always discussed with the parent so they are fully aware.

We may also share the personal information that you give us with local authorities, schools and youth support services (13+ only) but only in relation to the education or childcare services you are receiving. This is done to provide appropriate support for your children whilst they are with us, or to transfer information to other childcare settings or educational institutions they move to. Personal data is always transferred securely. We may share data with the Local Authority and specialist support services to access provision and support for students such as IAG, school nurse provision, educational specialists, counseling, and for Health and Safety coverage for trips and visits.

Young people have to remain in training or education until they are 18, so if they withdraw from our education programme before this age then we notify the local authority to highlight they may have become 'Not in Education, Employment or Training' (NEET). However, this will only be shared with the relevant local authorities on a need to know basis.

We may also share your personal information with third parties who provide services and support to the College or learners but this will always be limited to the information required.



Do we transfer your personal information outside Europe?

The college does not store or transfer your personal data outside Europe or EEA countries.

How can you request access to your personal information or the personal information on your child?

You have the right to request access to the personal information we hold about you, or your child, at any time and the best way to request this is to send an email to GDPR-Request@Hull-College.ac.uk If you don't have an email address you can call us on 01482 329943 or write to: Data Protection Officer, Hull College, Queen's Gardens, Wilberforce Drive, Kingston-Upon-Hull, HU1 3DG.

You also have rights over the way we process your personal information as follows:

- ✓ the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your data is being used - see ICO's website <https://ico.org.uk/>
- ✓ the right to ask us to correct any errors in your personal information;
- ✓ the right to ask us to delete your personal information, in certain circumstances where information was given only by consent and the data was not collected as public task.
- ✓ the right to request that we restrict the use of your personal data, in circumstances where this information is not, or no longer required (such as not sharing with family members)

However if you just want to change or edit any of your personal details, or update your child's details, you can contact the relevant team below in the first instance

Childcare Centre: Email: Sarah.Turner@Hull-College.ac.uk or ring 01482 223646

(For queries outside Term time, Email: David.Mullaney@hull-college.ac.uk)

14-16 College: Email: Kim.Bettinson-Read@Hull-College.ac.uk or ring 01482 598892

For more information please refer to our DP Policy <https://www.hull-college.ac.uk/the-college/data-protection-gdpr> Our **Data Protection Officer** is **Lisa Cheetham**. If you have any questions about this notice or how we use your personal information, contact us on GDPR-Request@Hull-College.ac.uk