



Privacy Notice - How we use Applicants' Information

The categories of student information that we collect, hold and share on you as an applicant to our College include:

- Personal information (such as name, student address, telephone numbers, previous school, parental contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Assessment information, such as qualifications on entry
- SEN and medical information if this has been disclosed to us
- Information obtained for Safeguarding purposes

If you are enrolling for post 16 qualifications, the Learning Records Service will provide us with your unique learner number (ULN) and may provide with us with details about the your learning or qualifications.

Why we collect and use this information

We use the applicant data:

- to assess an applicant's suitability for a programme of study at Wyke Sixth Form College
- to assess if we are able to provide appropriate support, care and guidance
- to ensure we meet all statutory requirements of SEND, safeguarding and equality & diversity
- to ensure that we meet our statutory funding requirements

The lawful basis on which we use this information

We collect and use applicant information under Article 6 (1). of the the General Data Protection Regulation 2018 (GDPR):

(c) processing is necessary for compliance with a legal obligation to which the controller is subject;

(d) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

We also collect and use applicant information which is defined as a special category of personal data, such as ethnicity, under Article 9 (2). of the the GDPR 2018:

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Collecting applicant information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing applicant data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

If you do not go on to fully enrol at Wyke Sixth Form College, your personal data will be held for one full academic year following the date of application, and will be referred back to if there is a subsequent application to the College in that time.

Once you are enrolled, we hold your data for six years following withdrawal from the College in hard copy and electronic format, at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested. Once enrolled the, the Student Privacy Notice will apply.

If you receive funding from the European Social Fund (ESF) programme, we are required to keep your data until 31 December 2030 under current rules.

Who we share applicant information with

We routinely share your application information with:

- local authorities
- other educational providers that you attend
- Parent / Guardian contacts who have been provided as part of the application
- Data Processors who enable the College to provide services, such as Janet Text, Parent Pay, Nationwide Retail Systems (NRS) East Yorkshire Motor Services (EYMS)

Sharing student information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example; via the Individualised Learner Record (ILR) go to

<https://www.gov.uk/education/further-education-financial-management-and-data-collection>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please email subjectaccess@wyke.ac.uk

You also have the right to:

- in certain circumstances object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

William Jackson, Data Protection Officer 01482 346347 subjectaccess@wyke.ac.uk

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.