

## **Privacy Notice for Parent / Guardians and Students Applying for Financial Support**

The student and parent / guardian information that we collect and hold in relation to the Financial Support application are:

- Personal information (such as name, student address, telephone numbers)
- Financial records such as proof of benefits, proof of income (which may include tax credits and universal credit information, tax information, wage slips etc.)
- Declarations of personal circumstances
- Bank details if the financial support award applied for involves direct payments being made

### **Why we collect and use this information**

To assess eligibility for financial support based on the criteria set by the College.

### **The lawful basis on which we use this information**

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

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

*(e) 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 under Article 9 (2). of the GDPR 2018. To demonstrate best practice, we define financial information and any details of financial awards that students receive, as special category data.

*(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 student information**

The collection of this data is on a voluntary basis, but we are unable to process any financial support application if this information cannot be provided.

### **Storing student data**

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

All records relating to financial support will be stored securely in electronic format for a period of 6 years. Hard copies will be destroyed in a secure and confidential manner

## Who we share information with

We routinely share financial support information with:

- the Department for Education (DfE) and Education and Skills Funding Agency (ESFA)
- other educational providers that students attend before and after leaving us
- Parent / Guardian contacts who have been provided as part of the application
- Data Processors who enable the College to provide services, such as Parent Pay, Nationwide Retail Systems (NRS), East Yorkshire Motor Services (EYMS)

## Sharing student information

We do not share information about our students 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.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins educational funding and educational attainment policy and monitoring.

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example the ESFA Bursary regulations <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year> and 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 / your child's financial support information, please email [subjectaccess@wyke.ac.uk](mailto:subjectaccess@wyke.ac.uk)

You also have the right to:

- in certain circumstances to 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 [dpo@wyke.ac.uk](mailto:dpo@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.*