

Privacy Notice Parents and Carers of Under 18 Learners and 18 – 24 EHCP Learners **How we use your personal data**

Data Controller: Kirklees College, Manchester Road, Huddersfield, HD1 3LD

Data Protection Officer: Jo Green, GDPR@kirkleescollege.ac.uk

This notice explains how we collect, store and use personal data about parents of under 18 learners.

The information we collect and process may include:

Type of data	Examples (not an exhaustive list)
Contact details	full name, address and contact details, including personal and work email address(es) and personal and work telephone number(s)
Your signature	your signature
Personal non-contact details	marital status, relationship to student(s), photographs, video imaging, voice recording, contact preferences
Financial information	bank details, credit card details, national insurance number and purchase history if any
'Special Categories of Data' (these are recognised as being more sensitive in nature and have a higher level of protection in law)	any information that may be provided to us or which we produce in relation to the provision of education to your child, including their pastoral care and safeguarding, or about any reasonable adjustments you or another family member may require when communicating with us about your child's wellbeing and education.
Complaints/Grievances	details from student, staff, public and other complaints to which you are the complainant, a named party or involved in an investigation
Health and Safety information	such as accident records, risk assessments, occupational health records, personal protective equipment records, industrial disease monitoring records; insurance and legal claims, disability and access requirements
Attendance Record and Notes of Meetings	records of attendance at meetings or events; minutes, notes and other information obtained or produced in relation to any meeting or event.

Collecting and Storing this information

We collect information in various ways, for example through paper and online forms, by email or verbally; from communications with you and others; through interviews, meetings or other assessments; in reports; in notes/recordings of meetings; via our electronic databases, forms, Team chat function, email, etc.; any assessments or evaluations carried out by external consultants, information provided in customer compliments, complaints or queries; information from our CCTV cameras.

Your personal information may be provided to us by various third-party sources; these will likely include your child.

Data will be stored securely in a range of places, including the College email system.

Why does the College process parents' personal data?

- To communicate with parents or carers regarding their child's absence from College, academic progress, activities, trips and visits, work experience, and any matters of concern;
- To respond to requests for information about or copies of their child's educational record;
- To obtain and respond to feedback on the quality of our services and communications;
- To deal with concerns or complaints;
- To help us operate our formal behaviour procedures;
- To share general information about the College and its events and activities;

- General promotion of services available to support young people both in their learning and to help keep them safe (e.g. support services, counselling, local services available, events locally);
- To maintain accurate and up-to-date records and contact details (including next of kin and emergency contact);
- Collection and payment in relation to any contract, expenses, provision of goods;
- Providing a safe and secure environment through compliance with Health & Safety law;
- Providing access to campus buildings;
- Compliance with our safeguarding and child protection duties, including the expectation that we closely monitor all use of our IT networks and act on any concerns;
- Use of CCTV recording and photographic images for safety and security purposes, to monitor the flow of traffic and pedestrians around our campus and to assist in the detection, investigation and prevention of crime;
- compliance with the Equality Act 2010, including the Public Sector Equality Duty;
- promotion of courses, programmes, events, campaigns, charitable causes or services that may be of interest.

You can opt out of any marketing communications at any time by emailing GDPR@kirkleescollege.ac.uk.

Our lawful bases for using your data ([Information Commissioner Guidance](#))

We only collect and use your personal data when the law allows us to. Most commonly, we use it where we need to:

- Carry out a task in the public interest;
- Comply with a legal obligation; or
- Comply with a contractual obligation.

Less commonly, we may use personal information about you where:

- We have (or a third party has) a legitimate interest in processing it;
- You have consented;
- We need to protect your own or your child's vital interests (or someone else's).

We maintain a record of processing activities which sets out the lawful basis for all our processing activities and, in each case, the purposes of the processing, a description of the categories of individuals and of personal data, the categories of recipients of personal data, details of transfers to third countries, including a record of the transfer mechanism safeguards in place, retention periods and a description of the technical and organisational security measures we have in place to protect the data.

Who has access to your data?

Your information will be shared within college where this is necessary or expedient for the performance of staff roles and/or for the delivery of the services, products or programmes your child is receiving or has received, or to comply with any contractual agreement, law or regulation.

We do not share your personal data with any third party unless the law allows us to do so.

To enable us to comply with our legal and contractual obligations and to enable the conduct of business, we may need to share your personal information as follows:

Routinely:

- We outsource the continuous monitoring of all activity on our IT networks and this is done primarily by artificial intelligence which flags any concerns for review by the outsourced data processing team. Relevant data is passed to the College for safeguarding and child protection purposes.
- We use videoconferencing software, predominantly Microsoft Teams but also other platforms, to deliver and manage online meetings, training sessions, conferences, webinars, events and workshops, allowing participants to log in and attend, or in some cases view the content later. Any personal information you submit when you register with Microsoft Teams, Skype etc. will be stored by and accessible to that platform. Please only submit personal information which you are happy to

have processed. The privacy policy for Microsoft is: <https://privacy.microsoft.com/en-GB/privacystatement>.

Infrequently:

- Local Authority/Local Safeguarding Board/Social Care Teams/LADO - for safeguarding purposes;
- Health and Safety Executive – to report accident information/investigation purposes;
- Police and Enforcement Agencies – to assist in the detection, investigation and prevention of crime (this includes the Courts and Coroner Service);
- Emergency services in the event of an emergency;
- In connection with Freedom of Information or Environmental Information Requests or DSAR requests (Data Subject or Authorised Representative);
- Information Commissioner's Office (ICO) (complaints/breaches investigations);
- Courts and Tribunals and Solicitors, Barristers and other legal professionals acting for or against the College (or to unrepresented claimants/respondents) where information is disclosed in connection with a legal claim or application;
- In connection with investigations, disputes, complaints and grievances internally, with third parties such as local authority safeguarding boards, trade unions, government departments and agencies, insurers and legal representatives and professional bodies;

How does the College protect data?

We have robust internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not inappropriately accessed.

Third Party Processors and Transferring Data Internationally

Where we engage third parties to process personal data on our behalf, they do so on the basis of our instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Where we transfer personal data to a country or territory outside the UK and the European Economic Area, we will do so in accordance with data protection law.

For how long does the College keep data?

We will only retain what is necessary in accordance with our Data Retention Policy, which sets out our internal retention and statutory guidelines. Some information must be kept for statutory reasons for example, health and safety records and financial records; this can also apply after your involvement with the College ends. Our CCTV camera footage is kept for up to 60 days after which point it will be overwritten unless it is required for some evidential purpose or we have received a data subject access request, in which case it will be retained until the matter has been resolved.

Use of your personal information for marketing purposes

We may send you marketing information by e-mail or text promoting events, campaigns, charitable causes or services that may be of interest to you for up to two years following our last positive contact with you. You can "opt out" of receiving such communications by clicking on the "Unsubscribe" link, using the contact details provided, or contacting the Marketing Team or Data Protection Officer.

Your rights

As a data subject, you have a number of rights, which our [GDPR Policy](#) explains in detail:

- The right to be informed;
- The right of access and to obtain a copy of your personal data on request;
- The right to require the college to change incorrect or incomplete data;
- The right to require the college to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- The right to object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.
- The right to data portability; and
- Rights in relation to automated decision making and profiling.

If you would like to exercise any of these rights, contact GDPR@kirkleescollege.ac.uk. Please note that exemptions may apply when making a request to exercise your rights, for example where we have to retain or process information for legal purposes. For more information on your personal data rights visit www.ico.org.uk/your-data-matters.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your involvement with us.

What if you do not provide personal data?

While we appreciate that some parents may wish to opt out of our circulars and newsletters, it is important that we are able to contact you regarding your child's education and welfare. Requests to stop processing your data completely will be dealt with on a case by case basis.

Automated decision-making

Decisions about third parties are not based solely on automated decision-making.

How to access the personal information we hold about you

Individuals have a right to make a 'Data Subject Access Request' to gain access to personal information that we hold about them. Please refer to our [Rights of Individuals Policy](#) for more information on how to make a request, or contact our Data Protection Officer at GDPR@kirkleescollege.ac.uk.

Concerns and Complaints

We take concerns and complaints about our collection and use of personal data very seriously. If you wish to query anything within this privacy notice or think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. Contact our Data Protection Officer at GDPR@kirkleescollege.ac.uk. Alternatively, or if you are not satisfied by the College response to your concern or complaint, you can contact the Information Commissioner. Information is available at <http://ico.org.uk/complaints>.

Changes to this privacy notice

We will keep this privacy notice under regular review and will place any updates on our website.

Sept 2023