

Privacy Notice – Parents

Wilberforce College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Note: Parents could be next of kin, primary contact or guardian.

Why do we collect and use parent information?

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

- i. Processing is necessary in order for us to protect the vital interest of your son / daughter*
- ii. Processing is necessary in order for us to carry out a public task*

We use parent data:

- to contact parents in emergency
- to provide parents information to help students in their studies with us
- to provide parents with information about student applications
- to ensure we meet our statutory requirements.

We will use the information provided in a manner that conforms to the Data Protection Act 1998, the General Data Protection Regulation 2018 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

Categories of parent information that we collect, hold and share include:

- Personal information (such as name, address, phone number)
- Characteristics (such as language, gender)

Storing parent data (how long is data held for?)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of parent data. Data retention times are outlined in our separate Data Retention Policy.

How we transfer your personal information outside of the EEA

We do not transfer your personal data outside of the EEA

Why we share parent information

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

With whom do we share staff applicant information?

We routinely share parent information with:

- No organisations or individuals outside of the college staff

We occasionally share parent information with:

- Police / Emergency Services

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 will not pass your information to third parties for direct marketing purposes.

Requesting access to your personal data

Under data protection legislation applicants have the right to request access to information about them that we hold. To make a request for this, please email enquiries@wilberforce.ac.uk who will process the request in partnership with Wilberforce College's Data Protection Officer.

You also have the right 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
- 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, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

- | | |
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| • Data Protection Officer | Stewart Edwards |
| • Email address | enquiries@wilberforce.ac.uk |
| • Telephone number | 01482 711688 |

Changes to this privacy notice

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