

Privacy Notice			
Current Status	Operational	Last Review:	September 2020
Responsibility for Review:	Group HR Director & Shared Services	Next Review:	September 2021
Internal Approval:	SLT	Originated:	September 2019

1. Introduction

- 1.1. Abbeygate Sixth Form College collects and uses personal data to provide and manage services to ensure an outstanding education service. We collect student, staff and external stakeholder information under the General Data Protection Regulation which came into force on the 25th May 2018.
- 1.2. We are committed to protecting your privacy. If you have any queries about this notice, please contact the Data Protection Officer, Email: dataprotection@suffolkone.ac.uk

2. Personal information

- 2.1. Personal data includes information about living individuals who can be identified from the data we hold about them.
- 2.2. Our reasons for using personal information include:
 - to support student learning
 - to monitor and report student progress
 - to provide appropriate pastoral care
 - to assess the quality of our services
 - to facilitate testing and examinations
 - to comply with the law regarding data sharing
 - to comply with employment law
 - to monitor the quality of our services to ensure they are delivered in the most efficient and effective way
 - helping to improve and plan the service we deliver
 - to comply with laws that require us to provide personal information to other organisations, such as health organisations
- 2.3. We are usually allowed to use your information because we are complying with specific elements of the Education Act or statutory obligations.
- 2.4. We process this information in accordance with Articles 6 and 9 of the General Data Protection Regulations (GDPR). Processing the data is necessary for:
 - the performance of a contract of employment
 - the performance of a task carried out in the public interest
 - the compliance with our legal obligations
 - The protection of the vital interests of the data subject.

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- 2.5. However, there may be circumstances when we need your consent to use your information. We will tell you if that is the case and ask for your permission before proceeding.

3. Your rights

- 3.1. Under the data protection legislation, you have the right to request access to information about you that we hold. You can make a request for amendments to your personal information via our website: www.abbeygatesfc.ac.uk. Or, see what information we use relating to you via a Subject Access Request (SAR) form available via our website: www.abbeygatesfc.ac.uk You also have the right to:

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

- 3.2. If you have a concern about the way we are collecting or using your personal data, we ask 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/>

4. Security and how long do we need to keep your data

- 4.1. Abbeygate Sixth Form College has a range of security controls in place to safeguard the personal data we process, including:

- encryption of data (and other methods to make personal data not identifiable as it is shared and stored)
- controls on access by staff
- audit and adequate training

- 4.2. Abbeygate Sixth Form College will only keep your personal data for as long as we need to provide education and employment services to fulfil our obligations, and to comply with any legal requirements for keeping certain types of data. For example payroll data and Union Membership.

- 4.3. Abbeygate Sixth Form College holds educational data for the mandatory time by Law required of 7 years or until the age of 25. Data not relating to your educational provision will be destroyed or anonymised after you leave. If information is required for references for education or employment, we may retain commentary about students in the student file (usually a digital file). This is only shared if we are required to do so by law, or your express permission has been granted in each case.

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- 4.4. Where personal data of any type about students is kept this will only be for express lawful purposes such as that retained in First Aid records or Incident records, and this will be retained in line with the legal requirement for that type of record. Our Retention Procedure may be referred to for more information.
- 4.5. All achievable, technical and organisational measures will be used to ensure personal data is stored securely under the control of Suffolk One and any approved third parties.
- 4.6. Abbeygate Sixth Form College holds school workforce data for members of staff throughout their employment with us, and for 6 years after they have left our employment. For candidates who are unsuccessful because of our recruitment processes, applications are held on file for 12 months following the interview process.

5. Who we will share your data with

- 5.1. We will not sell or give personal information to any other organisation for direct marketing purposes without your consent.
- 5.2. Abbeygate Sixth Form College has contracts with some other organisations to help us provide services to our students and staff. Those contracts and other arrangements have procedures in place that require the organisations to comply with data protection law, so that the information will only be used for those purposes.
- 5.3. Abbeygate Sixth Form College will not share your personal information with third parties generally, though there are some situations in which we have a legal duty to do so, which may override your right to confidentiality in that particular circumstance or additional companies used to provide further services. These include:
- Apple Inc
 - AQA Education
 - Capita Education Software Services
 - Capita/SIMS, our Management Information System (MIS)
 - CBRE, our Hard FM Contractors
 - Connect - Education and Business
 - Department for Education (DfE)
 - Disclosure and Barring Service (DBS)
 - Disclosure and Barring Service (DBS), for the completion of enhanced DBS checks
 - Dr Frost Maths
 - Essex County Council
 - Eventbrite Inc
 - Facebook Inc.
 - GDPR in Schools
 - Google LLC
 - Hachette UK Ltd (T/A Hodder Education)
 - Handsam Ltd
 - HM Revenue & Customs (HMRC)
 - Hymans Robertson LLP

- IS Oxford Ltd
- Joskos, our ICT Contractors
- Lloyds Bank Plc
- Microsoft Corporation
- Moodle
- Norton Engineering Alloys Co Ltd
- Ofsted
- One Sixth Form College (as an academy of Suffolk Academies Trust)
- One Team Logic Limited
- Organisations that require access to data in the Learner Registration System as part of the LRS (Learning Record Service) programme
- Oxford University Press (OUP)
- Pearson Education Limited
- People Asset Management, our Occupational Health Provider
- Primary Care Trusts (PCT) where your medical records may be kept
- ProQuest LLC
- Royal National Institute of Blind People
- Safesmart Ltd
- SAM Learning Ltd
- Schools Choice, who provide us with HR, Payroll, Finance and Pensions Services
- Sodexo Motivation Solutions UK Limited
- Sodexo, for colleagues who enter into our childcare voucher scheme
- Specsavers Ltd
- Springshare LLP
- St John Ambulance
- Suffolk County Council
- Suffolk Education Authority
- SurveyMonkey Europe UC
- SurveyMonkey Inc.
- Teachers Pensions and Local Government Pension Scheme (LGPS), as appropriate
- Tesco PLC
- the Department for Education (DfE)
- The Department of Health (DH)
- The Duke of Edinburgh's Award
- The Education and Skills Funding Agency (ESFA)
- The Institute of The Motor Industry
- Twitter Inc.
- Universities & Colleges Admissions Service (UCAS)
- Vericool Ltd
- Vertas, our Catering and Soft FM Contractors
- YouTube LLC

5.4. We will always aim to share the minimum information that will enable us to fulfil our legal obligation and will try where possible to protect your information by anonymising it. We will keep you informed about what information we have shared and with whom, where we are.

6. Cookies

- 6.1. You do not have to accept the use of cookies to use our website but if you would like to know more about how we use cookies visit our website.

Revision History –

Revision date	Reason for revision	Section number	Changes made
Sept 2020	SAT review	Header	Addition of SAT Logo