



Student privacy notice

Updated June 2024

How we use your data

Wilkes Academy is committed to protecting your privacy. The information we collect is essential in order for us to carry out our legal responsibilities, functions and tasks as an education organisation. We hold personal information about you electronically and in paper format, under the requirements of the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). We follow security procedures regarding the storage and disclosure of information which you have given us in order to avoid unauthorised loss or access. As such we have security systems and procedures to protect information from unauthorised disclosure, misuse or destruction.

Why does the College collect personal information?

Wilkes Academy collects and processes your personal data to;

- Process your application
- Effectively manage your learning
- Facilitate, support and deliver your training and education,
- Improve the services and facilities we provide
- Meet its statutory obligations as a College and business

Wilkes Academy is committed to being transparent about how it collects and uses data and protects your privacy.

What is our lawful basis for processing your information?

The lawful basis for holding personal data about you is:

- Personal data is held in order to meet our legal obligations the Office for Students (OFS), safeguarding and health and safety legislation.
- Article 6e (Public Task) to provide education and training.
- GDPR Article 6d (Vital Interests) e.g. Emergency contact details.

Where we require your consent to process your information, we will obtain this from you at the point we collect your information and provide you with details on how long we retain the data, how we store it, who access to it and your rights.

Where there is any other legal basis for processing your information, we will inform you of this at the point we collect it

What personal information does the organisation collect?

During the course of your involvement with the College, your personal information is collected, stored and processed securely by us. Much of the information we ask you to provide is linked to requirements for our validating university, Staffordshire university. The information we collect includes, but is not limited to:

- Details about yourself including your title, name, date of birth, National Insurance Number (if applicable), Disclosure and Barring Service number (if applicable), gender and photo identification.
- Contact details – including address, telephone numbers and email addresses.
- Emergency contact information or trusted contacts
- Details of your previous qualifications, employment and educational history.
- Information about your nationality and residency, and previous address if applicable.
- Information about medical or health conditions, including whether or not you have a learning disability or difficulty.
- Ethnicity for the purposes of monitoring equality of opportunity.
- Sensitive information such as health information, sexual orientation and gender re-assignment, faith or belief and pregnancy or maternity for the purposes of monitoring equality of opportunity.
- Information about your family or personal circumstances.
- Household information
- Employment / Unemployment status
- Residency information to determine education funding
- Financial information for the purpose of administering financial assistance, refunds and student loans.
- Enrolment, attendance, progress monitoring, achievement, reasons for leaving and destination data.
- Awarding Body registration and University and Colleges Administration Service (UCAS) Number.
- Admissions information including application forms, audition and interview notes
- Attendance data and absence details
- DSA details or EHCP documentation (if appropriate)

Other data we collect:

- Criminal convictions in order to protect students and staff GDPR Article 6d (Vital Interest) and also in order to carry out our duty to support those with a conviction GDPR Article 6e (Public Task)
Emergency contacts – GDPR Article 6d (Vital Interests).
- Parent/carer details for those under 18 at the start of the academic year under GDPR Article 6e (Public Task) in order to fulfil our duty to support the education and learning as fully as possible.
- Information from schools, Youth Offending Teams, Social Services, Police and other education providers if required for the purposes of safeguarding students and staff in line with 'Keeping Children Safe in Education 2024'.
- Use of college services such as the Wellbeing Centre to monitor how well they are used.
- Provision of support and welfare services such as counselling, physio
- CCTV – We record images of students, staff and visitors in the college on CCTV for crime prevention and detection, safety, security and safeguarding purposes.

Full details including retention periods are provided in the [Wilkes Academy Data Protection Retention Schedule](#). *If the link doesn't work please request from dataprotection@wilkesacademy.co.uk*

How is this collected?

Most of the information above is collected directly from yourself via an application, enrolment or other college form. However, some information such as previous qualifications, or special needs, may be collected from other organisations such as our educational partners, your previous school, Youth Offending Team, Social Services, Police, Awarding Bodies and other education providers.

Where do we store data?

Data will be stored on:

- the central college MIS system - Arbor
- paper in secure offices or on-site storage
- electronic documents within a secure network - 365

How does the college use your information?

- To provide you with the best possible opportunities to succeed.
- Process your application, arrange and provide support at interview, and inform decisions about suitability of course.
- Process your enrolment.
- Assess your eligibility for fee remission, financial support and student loans.
- Set targets and monitor your progress
- Process and Monitor your attendance on your course.
- Monitor your health, safety and well-being through monitoring attendance, changes to appearance and behaviour and reporting any concerns to the appropriate departments such as safeguarding or ALS.
- Register you with the appropriate awarding body.
- Organise professional placements.
- Arrange examinations and exam access arrangements
- Administer and monitor your use of facilities such as Wellbeing Centre, College events and enrichment activity.
- Administration of complaints.
- Enlist participation in student surveys and student feedback reporting.
- Fulfil statutory reporting requirements for government organisations such as the Department for Education, the Office for Students and Local Authorities..
- Monitor our responsibilities under equality and diversity legislation.
- Assess and provide learning and learner support and services to students such as Learning Support Assistance, counselling and medical care.
- Monitor compliance with college regulations and policies.
- College reporting/ performance monitoring.
- Administration of the college CCTV system.
- Monitor your outcome / progression.
- Contact you for marketing purposes if you have provided consent.
- Use your image for marketing purposes if you have provided your consent.

Who has access to your data and why do we share it?

The College will not normally share any personal information about you to other external organisations without your consent, unless it is vital to do so (for example an emergency, health or safety situation).

Not all of your information is shared. Information will only be shared where necessary and maybe shared with the following people or organisations:

- Wilkes Academy staff who need the data to provide services to you.
- Our educational partners and the Office for Students (OFS). This is a Government department which requires the data to fund Higher Education Courses and monitors the performance of the College.
- Local Authorities to provide support for students who leave the college and to identify those not in education, employment or training.
- Special Educational Needs Assessment Team (SENAT). This is only applicable for students with Special Educational needs to ensure they are fully supported.
- Youth Offending Team (YOT). This is only applicable if a student is an offender and data shared will be to support the student.
- Police, Social Services, Multi Agency Safeguarding Hub (MASH). Data is only shared where the College feels the student is at risk of harm.
- Validating Universities to register students for qualifications so they can receive the certificates for the qualification.
- Your previous school to ensure you have any necessary support during your studies
- Parents and guardians (if under 18) to inform them of performance and attendance and any safety or wellbeing concerns.
- Universities and Colleges Admissions Service (UCAS) where a student is applying to a university.
- Employers and providers of external work placements to support students in the workplace.
- Employers sponsoring tuition fees as they are paying for the course.
- Employers and educational providers who have requested references (with your consent)
- Debt collection agencies for outstanding fees if applicable
- Auditors who audit colleges to ensure government funding is used appropriately
- Third party software providers required for application, enrolment and management of student data systems and supporting the IT College systems:
Arbor(student data record system), Office 365, My concern – *safeguarding and welfare software*

These organisations may be based outside of the UK or the European Union. We have ensured these organisations have safeguards in place which meet appropriate standards, to protect your personal data and sharing agreements are in place.

Where the College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions. The third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. The College has a contract or sharing agreement in place with non-statutory third parties with instruction on how they use, process, store and delete personal data.

The College shares your data with third parties where there is a legal obligation, including Office for Students, Local Authorities for learners aged 16-18, Police, Social Services and other education providers.