



Privacy notice for Bridge College

Scope

This privacy notice explains how we collect, store and use personal data about pupils under the General Data Protection Regulation (GDPR)

Responsibilities

The Together Trust, on behalf on Bridge College, is responsible under the GDPR to inform individuals about how the college uses any personal data that it holds about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The Together Trust has a Data Protection Officer under the GDPR who can be contacted; by email: dataprotection@togethertrust.org.uk

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

Who we are

The Together Trust is a charity that offers care, support and special education to children, adults and families.

Bridge College, a non-residential specialist further education college, is a service run by the Together Trust. The college meets the needs of students up to the age of 25 years with learning difficulties and disabilities, complex health needs, communication disorders and autism.

This privacy notice explains how we collect, store and use personal data about students.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs/films
- CCTV images captured in College

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.



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Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We have a legitimate interest (i.e. to facilitate learning) to process this data.

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's (or another persons') vital interests (i.e. in a medical emergency).

Where we have obtained consent to use students' personal data (i.e. photographs), this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds, which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from students or from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our college if this is necessary in order to comply with our legal obligations.

Most information about students is kept for 7 years from their leaving date. We do this for legal reasons.

You can request our full retention schedule for Bridge College by contacting our Data Protection Officer.



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Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (such as for the Pupil National Database)
- The student's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. This can include third party "cloud computing" services to store information rather than the information being stored on the college's hard drives
- Survey and research organisations
- Health authorities and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Government departments (e.g. Education Funding Agency)

Transferring data internationally

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

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the college holds about them.

Parents/carers can make a request with respect to student's data, where the individual does not have the mental capacity to make decisions for themselves and they are the legal representative, or where the student has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the college holds about them.

If you make a subject access request, and if we do hold information about you or the student, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information



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Individuals also have the right for their personal information to be passed electronically to other organisations in certain circumstances.

Other rights

Under GDPR, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you 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 by contacting our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call **0303 123 1113**
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- By email: dataprotection@togethertrust.org.uk
- Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

This notice is based on the Department for Education's model privacy notice for parents/carers, amended to reflect the way we use data in this college.