

**LEICESTER COLLEGE OF PERFORMING ARTS (LCPA)
PRIVACY NOTICE FOR STUDENTS*
EFFECTIVE FROM 25th MAY 2018**

LCPA will control and process your personal data in accordance with the Data Protection Act 1998, and the General Data Protections Regulation from the 25th May 2018 when it came into force.

The ‘what’ and ‘why’ of collecting your personal data.

LCPA will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data for college education purposes only:

- personal identifiers and contacts e.g., name, identity, DBS, unique pupil number, contact details and address
- characteristics e.g. ethnicity, gender, language
- safeguarding and wellbeing information e.g. court orders and professional involvement
- special educational needs e.g. needs and ranking
- medical and administration e.g. doctors information, health, allergies, medication and dietary requirements
- attendance
- records of assessments and qualifications
- behavioural information e.g. exclusions and any relevant alternative provision

* **NB** For the purposes of applying for grants parents personal information will also be requested.

* **NB** For the purposes of older independent students paying themselves their financial details will also be requested.

We collect and use student information, for the following purposes:

- to support learning
- to monitor and report on attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep students safe
- to meet the statutory requirements

How LCPA collects your personal data.

Student data is essential for the success of students and the college’s operation. A student’s personal data collected through the recruitment process and the teaching and learning process will only be in the context of being a student at LCPA. Such data collected will not be used by LCPA other than for college administration, teaching, learning and assessments, examination entries, future employment, and quality assurance purposes.

What LCPA does with your personal data.

Personal data may be processed in hard copy or electronically. Personal data will be collected, stored, and processed by LCPA for the above mentioned purposes. LCPA holds data securely for the set amount of time shown in our data retention schedule (see LCPA’s Data Protection Policy) being kept for no longer than necessary.

Who LCPA shares your personal data with.

We do not share information about our students with anyone without consent unless the legal statutory requirements or our policies allow us to do so. LCPA will share some personal and appropriate information with relevant staff and governors. LCPA will, where required, provide personal data to Government Departments and Public Bodies, and any Partnership Providers of teaching and learning. The Department for Education (DfE) and the Education Skills Funding Agency (ESFA) collects personal data from educational settings via various statutory data collections. We are required to share information about our government funded courses for the purpose of those data collections. This data is used to: inform government policy; is linked to college funding and expenditure; and supports ‘longer term’ research. Where data is transferred directly to the DfE or the ESFA or via a Partnership Provider it is done securely and held by the DfE or ESFA under a combination of software and hardware controls which meet the current government security policy framework.

LCPA will share some personal information with examiners and examination Awarding Organisations.

Students’ personal data including examination results and any reviews of marking, and ‘appeals’ may be shared by LCPA with the current teacher, Centre or Partnership Provider.

Appropriate student information will be shared with relevant ‘support services’ where it is a matter of the wellbeing of that student, e.g. local authority your services or careers service. We do not share information about our students with anyone without consent unless legal statutory requirements or our policies allow us to do so.

What are your rights.

Under data protection legislation, you have the right to:

- request a copy of personal information LCPA holds about you
- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on our processing of your data
- to object to processing
- to request your data to be ported

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; and
- a right to seek redress, either through the ICO, or through the courts

LCPA is obliged to respond within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998. Applications should be made to the LCPA Data Protection Officer.

For the purposes of this Privacy Notice LCPA is a 'data controller' and 'data processor' under the terms of the Data Protection Act 1998. As a data controller LCPA is required to determine the purpose(s) for which 'personal data' (information about individuals from which they can be identified) is processed and the way in which that processing is undertaken. It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.