Providence
LEARNING PARTNERSHIP

Notice

Privacy Notices

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Approved by:	Board of Trustees
Oversight by:	Chief Operating and Finance Officer
Date:	Summer Term 2026
Review Date:	Summer Term 2027
Relating to:	DURHAM SIXTH FORM CENTRE

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1. Privacy Notice for Students

Introduction

1.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

1.3. We are providing this notice because students are now able to exercise their own data protection rights. We deem any student over the age of 16 years old to be mature enough to understand and agree to share their personal data.

1.4. We are the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students is to be processed.

Personal information we hold

1.5. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made from the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

1.6. The categories of student information that we collect, hold and share (when appropriate) include, but is not restricted to:

- Personal information e.g. names, addresses, contact details etc.
- Personal characteristics e.g. language, nationality, gender and free school meal eligibility.
- Safeguarding information e.g. court orders and professional involvement.
- Attendance information e.g. number of lessons attended, number of absences and reasons for absence.
- Attainment, Examination and Assessment information to support learning.
- Information about how you use school computers and other IT and communications systems.

1.7. The 'special categories' of student information that we collect, hold and share (when appropriate) include, but is not restricted to:

- Information about your characteristics, such as your ethnic background or any special educational needs (SEN).
- Medical and administration e.g. allergies, medication and dietary requirements.
- Photographic images in our school, on school and Trust literature, websites and media.

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

Why do we collect and use student information?

1.9. The primary reason for using personal information is to provide educational services to our students. We obtain information relating to students from their previous schools, medical professionals, Local Authorities and/or the Department for Education (DfE).

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

- To get in touch with students and parents or carers when we need to.
- To support student learning.
- To monitor and report on student attainment progress.
- To track how well the school as a whole is performing.
- To provide appropriate pastoral care.
- To keep students safe e.g. allergies, emergency contact details.
- To look after students' wellbeing and keep them safe.
- To make sure our computers and other school systems and equipment are used appropriately, legally and safely.
- To answer student questions and complaints.
- To meet the statutory duties placed upon us for DfE data collections.
- To provide data for progression.
- To publish statistics, for example, about the number of students in schools.
- To meet legal requirements placed upon us.

1.11. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

1.12. Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of information for marketing purposes

1.13. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

1.14. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Important Information' below).

Use of information in automated decision making and profiling

1.15. We don't currently put students' personal data through any automated decision-making or profiling process. This means we don't make decisions about you using only computers, without any human involvement. If this changes in the future, we will update this notice to explain the processing to you, including your right to object to it.

Use of information for filtering and monitoring purposes

1.16. While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws.
- Comply with our policies (e.g. Safeguarding Policy, Online Safety, Acceptable ICT and Internet Use Statement).
- Keep our networks and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our networks.
- Protect your welfare.

The lawful basis on which we process this information

1.17. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the Education Act 1996 and the EU general data protection regulation 2016/679 (GDPR) including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

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1.18. Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

1.19. Where students have agreed that we're allowed to use your information ('given consent'), you may take this back at any time. We'll make this clear when requesting your consent and explain how you'd go about withdrawing consent if you want to.

The basis for using special category data

1.20. For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have your explicit consent to use your information in a certain way.
- We need to use your information under employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The information has already been made obviously public by you.
- We need to use it to make or defend against legal claims.
- We need to use it for reasons of substantial public interest as defined in legislation.
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

1.21. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made obviously public by you.
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims.
- We need to use it for reasons of substantial public interest as defined in legislation.

How do we collect the data?

1.22. We will only collect and use personal information when the law allows us to, as detailed above in this notice. Student data is essential for our operational use. Whilst the majority of student information provided to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection and give you the option to opt out if requested.

1.23. Most of the data we hold will come from the students or their parents/carers, but we may also hold data about you from:

- Local councils.
- Government departments or agencies.
- Police forces, courts or tribunals.
- Other schools or trusts.
- Department for Education (DfE).

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1.24. We collect student information via application forms, enrolment documents and registration forms which are transferred at the start of the academic year from previous schools via Common Transfer File (CTF).

How do we store personal data?

1.25. The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and the use of your personal information. This includes physical and technical security and integrity of all data. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

1.26. We keep personal information about you while you're attending our school. We may also keep it after you stop attending our school, if this is necessary to comply with our legal obligations or to meet our regulatory requirements..

1.27. Any personal data is stored in line with our data retention guidelines, in accordance with our Data Protection Policy. We do not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected or to meet statutory requirements for data retention.

Who do we share information with?

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

1.29. We are required to share students' data with the DfE on a statutory basis. We are required to share information about our students with the DfE under regulation 3 of the Education Regulations 2013 (Information about Individual Pupils). All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

1.30. The data we share about you with the DfE is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives.
- Monitor how well the education system is working and how well our school is doing in terms of educating our students.
- Support research.

1.31. The information shared with the DfE about you could include:

- Your name and address.
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services

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- What you have done since finishing school.

1.32. Please note: this list is not exhaustive.

1.33. We have to provide information about you to the DfE as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, which is managed by the DfE and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The DfE may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

1.34. You can find more information about this on the Department for Education's webpage on how it collects and shares personal data. You can also contact the DfE if you have any questions about the database or view their Privacy Information.

1.35. We share certain information with local authorities and / or providers of youth services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Post-16 Education and training providers.
- Youth support services.
- Career advisors.

1.36. Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Organisations who deal with student destinations upon leaving the school.
- Government departments or agencies.
- Medical professionals.
- Higher Education/Further Education providers.
- Organisational partners of local authorities.
- Third party organisations including police, courts or tribunals.
- Specialist provision providers.
- Your previous school.
- JCQ and examination boards.
- Our regulator.
- Financial organisations.
- Our auditors.
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisors and consultants.
- Charities and voluntary organisations.
- Six Dimensions.
- Newspapers and information booklets (limited to your exam results and destination information – you can be excluded from this upon request).

1.37. We, like most other schools and colleges, publish our students' examination results and destination data. This has continued since the introduction of the 2018 GDPR regulations and is in line with the ICO guidance "Publication of exam results by schools". The publication of exam results and student destinations are key outcomes of the school's mission and strategic objectives - this information is processed as part of our public interest task of providing education to you. Otherwise, before

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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.

Transferring data internationally

1.38. We use Google Cloud as our service provider.

1.39. Google includes Standard Contractual Clauses (SCCs) in its Data Processing Addendum (DPA), which legally bind it to GDPR standards even if data is transferred outside the EU. All data is encrypted, and Google maintains certifications that demonstrate strong security measures.

1.40. We may share personal information about you with the following international third parties (organisations, companies, etc, that are based outside the UK), where different data protection legislation applies:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

What are your information rights?

1.41. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.
- In some cases, be notified of a data breach.
- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

1.42. We may refuse a student's information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.

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- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

1.43. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please see contact details below.

1.44. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

1.45. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests.

1.46. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

1.48. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

1.49. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

Important Information

1.50. If you have any questions or queries about the Privacy Notice then please contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

1.51. If you have a concern about the way in which we are collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk.

1.52. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

1.53. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

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2. Privacy Notice for Staff

Introduction

2.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

2.2. This privacy notice explains how we collect, store and use personal data about individuals we employ, or who otherwise engage to work at our school. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy as soon as reasonably practicable. We are committed to protecting your personal information and being transparent about what information we hold. We understand our obligations to you to help you understand how and why we process your personal data.

2.3. We are the data controller for the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data is to be processed. In some cases, your data will be outsourced to a third party processor. However, this will only be done with your consent unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that we uphold are imposed on the processor.

2.4. We will comply with the data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained and not used in any way that is incompatible with those purposes.
- Relevant and limited only to those purposes it is necessary for.
- Accurate and kept up to date.
- Kept purposefully and only as long as necessary.
- Kept securely.

Personal information we hold

2.5. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made from the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

2.6. The information that we may collect, use, store and share (when appropriate) about you is primarily the information provided to us when you apply for your post. This is supplemented by information generated in the course of your employment. In common with all data subjects, but is not restricted to:

- Personal information, e.g. name, addresses, date of birth, contact details, next of kin details, marital status.
- Employee / teacher number, car details.
- Personal characteristics, e.g. gender, ethnicity, disability, language, nationality, country of birth and sexuality.
- Recruitment information relating to the prevention and detection of crime and the safety of staff and students including copies of:

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    - Proof of identity, copies of passport, driving licence and other right to work documents required to ensure compliance with Home Office and safeguarding requirements.
    - Application form, including details of your employment history, references, qualifications.
- Salary, annual leave, pension and benefits information.
- Bank account details, payroll records, National Insurance number and tax status information.
- Contract of employment.
- Performance reviews.
- Absence data.
- Records of informal and instructional meetings and communications.
- Outcomes of any disciplinary, grievance and/or capability procedures.
- Accidents at work.
- Training provided and professional memberships.
- Information about your use of our information and communications systems, equipment and facilities (e.g. school computers).

2.7. We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of.
- Sickness records.
- Information about trade union membership.

2.8. We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

Why do we collect and use staff information?

2.9. We collect and use staff information, for the following purposes:

- To safeguard students.
- To carry out our role as your employer.
- To enable individuals to be paid.
- To check your entitlement to work in the UK.
- To facilitate safer recruitment which informs our recruitment and retention policies.
- To determine the terms on which you work for us.
- To support effective performance management.
- To enable the development of a comprehensive picture of the workforce and how it is deployed.
- To allow better financial modelling and planning.
- To enable equalities monitoring.
- To Improve the management of workforce data across the sector.
- To support the work of the School Teachers' Review Body.
- To make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.
- To ascertain your fitness to work.
- To manage sickness absence.

2.10. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be

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prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

2.11. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

2.12. Whilst the majority of the personal data you provide to us is mandatory, some is requested on a voluntary basis. When collecting data, we will inform you as to whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

2.13. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of information for marketing purposes

2.14. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

2.15. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Important Information' below).

Use of information in automated decision making and profiling

2.16. We do not currently process any staff members' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of information for filtering and monitoring purposes

2.17. While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations.
- Comply with our policies (e.g. Safeguarding Policy, Online Safety, Acceptable ICT and Internet Use Statement) and our legal obligations.
- Keep our networks and devices safe from unauthorised access, and prevent malicious software from harming our networks.
- Protect your welfare.

The lawful basis on which we process this information

2.18. We process information to meet legal requirements and legitimate interests set out in the following:

- Education Act 1996: processing is necessary for data collection purposes (Departmental Censuses).
- EU general data protection regulation 2016/679 (GDPR) including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data':
    - Article 6: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
    - Article 9: processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of

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employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

2.19. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The basis for using special category data

2.20. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

2.21. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

How do we collect the data?

2.22. We will only collect and use your data when the law allows us to (as detailed above of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

2.23. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities.
- Government departments or agencies.
- Police forces, courts or tribunals.

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- Other schools or trusts.
- Department for Education (DfE).

How do we store personal data?

2.24. Personal data is stored in line with our retention guidelines, in accordance with our Data Protection Policy. In accordance with the GDPR, we do not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected or to meet statutory requirements for data retention.

2.25. The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and the use of your personal information. This includes physical and technical security and integrity of all data. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

Who do we share information with?

2.26. We do not share information with anyone without your consent, unless the law and our policies allow us to do so. We are required to routinely share information with:

- Local Authority: we are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Department for Education (DfE): we share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to funding/expenditure and the assessment of educational attainment.
- Our regulator.
- Suppliers and service providers:
    - Durham County Council, our payroll provider
    - Durham County Council, our HR advisors
    - Education Mutual, or staff absence insurance provider
    - Sparta, our Occupational Health service provider
    - IMP/Sage, our financial management software provider
    - NEREO (Disclosure and Barring Service).
    - filtering and monitoring
- Our auditors.
- Survey and research organisations.
- Health authorities.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts or tribunals.
- Training course providers.
- HMRC / Pension Schemes.

2.27. The DfE collects and processes personal data relating to those employed by schools and local authorities (including all maintained schools, all academies, all multi-academy trusts, free schools and all special schools including Pupil Referral Units and Alternative Provisions).

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2.28. All state funded schools are required to provide a census submission as a statutory return under sections 113 and 114 of the Education Act 2005. To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

2.29. The DfE may share information about school employees with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

2.30. The Department has robust processes in place to ensure that the confidentiality of personal data is maintained. There are stringent controls in place regarding access to personal data and its use. Decisions on whether the DfE releases personal data to third parties are subject to a robust approval process and are based upon a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. For more information on how this sharing process works, please visit: https://www.gov.uk.

2.31. At no time will your information be passed to organisations external to us or our partners for marketing or sales purposes, or for any other commercial use with your prior express consent.

Transferring data internationally

2.32. We use Google Cloud as our service provider.

2.33. Google includes Standard Contractual Clauses (SCCs) in its Data Processing Addendum (DPA), which legally bind it to GDPR standards even if data is transferred outside the EU. All data is encrypted, and Google maintains certifications that demonstrate strong security measures.

2.34. We may share personal information about you with the following international third parties (organisations, companies, etc, that are based outside the UK), where different data protection legislation applies:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

What are your information rights?

2.35. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.

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- In some cases, be notified of a data breach.
- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

2.36. We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.
- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

2.37. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please contact details below.

2.38. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team: gdpr@durhamsixthformcentre.org.uk.

2.39. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests.

2.40. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

2.42. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

2.43. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

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Important Information

2.44. If you have any questions or queries about the Privacy Notice then please contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

2.45. If you have a concern about the way in which Durham SIxth Form Centre is collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk.

2.46. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

2.47. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

3. Privacy Notice for Governors/Trustees/Members and other Volunteers

Introduction

3.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

3.2. This privacy notice explains how we collect, store and use personal data about individuals working for us in a voluntary capacity, including Governors, Trustees and Members.

3.3. We are the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to you is to be processed.

Personal information we hold

3.4. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made from the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

3.5. The categories of information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information e.g. names, date of birth, addresses, contact details etc.
- References.
- Qualifications.
- Employment details.
- Information about business and pecuniary interests.
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

3.6. We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of.

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- Information about your characteristics, such as your ethnic background.
- Information about disability and access requirements.
- Photographs and images captured in school.

3.7. We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

Why do we collect and use this information?

3.8. The data we collect and process is used for the following purposes:

- To establish and maintain effective governance.
- To meet statutory obligations for publishing and sharing governors' details.
- To facilitate safer recruitment, as part of our safeguarding obligation towards students.
- To undertake equalities monitoring.
- To ensure that appropriate access arrangements can be made for volunteers who require them.
- To make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.

3.9. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our staff and students).

3.10. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.11. Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of information for marketing purposes

3.12. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

3.13. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Importance Information' below).

Use of information in automated decision making and profiling

3.14. We don't currently put volunteers' personal data through any automated decision-making or profiling process. This means we don't make decisions about you using only computers, without any human involvement. If this changes in the future, we will update this notice to explain the processing to you, including your right to object to it.

Use of information for filtering and monitoring purposes

3.15. While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws.
- Comply with our policies (e.g. Safeguarding Policy, Acceptable ICT and Internet Use Statement).

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- Keep our networks and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our networks.
- Protect your welfare.

The lawful basis on which we process this information

3.16. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the Education Act 1996 and the EU general data protection regulation 2016/679 (GDPR) including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

3.17. Generally, the information is processed as part of our public interest task of providing education. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

3.18. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The basis for using special category data

3.19. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation. We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

3.20. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

How do we collect the data?

3.21. We will only collect and use your data when the law allows us to (as detailed above in this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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3.22. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

3.23. Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities.
- Government departments or agencies.
- Police forces, courts or tribunals.
- Other schools or trusts.

3.24. We collect Volunteer, Governor, Trustee and Member information via means such as application forms, admission documents, DBS checks and pen portraits.

How do we store personal data?

3.25. We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our Data Retention Policy sets out how long we keep information about Governors/Trustees/Members and other volunteers.

3.26. The security of personal information is important to us and we have a range of security policies and procedures to safeguard and control access to and the use of this data. In particular:

- Paper based records are kept in lockable cabinets when not in use.
- Papers containing confidential personal data are not left on office and classroom desks, pinned to notice boards or left anywhere else where there is general access.
- Passwords are regularly reviewed and updated with strict regulations around security of them.
- Staff, students, volunteers, Governors, Trustees and Members who store personal information on their own devices are expected to follow the same security procedures set out for school owned devices.

3.27. Any personal data is stored in line with our data retention guidelines, in accordance with our Data Protection Policy. We do not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected or to meet statutory requirements for data retention.

Who do we share information with?

3.28. We do not share information about our Volunteers, Governors, Trustees or Members with anyone without consent unless the law and our policies allow us to do so.

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

- Our local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education - under Section 538 of the Education Act 1996.
- Government departments or agencies.
- Companies House.
- Our regulator.
- Our auditors.
- Professional advisors and consultants.
- Suppliers and service providers - to enable them to provide the service we have contracted them for such as governor support.

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- Organisational partners of local authorities.
- Health authorities.
- Charities and voluntary organisations.
- Third party organisations including police forces, courts and tribunals.
- Employment and recruitment agencies.

3.30. Where we do seek your consent, you will be provided with clear information and the option to withdraw your consent at any time.

Transferring data internationally

3.31. We use Google Cloud as our service provider.

3.32. Google includes Standard Contractual Clauses (SCCs) in its Data Processing Addendum (DPA), which legally bind it to GDPR standards even if data is transferred outside the EU. All data is encrypted, and Google maintains certifications that demonstrate strong security measures.

3.33. We may share personal information about you with the following international third parties (organisations, companies, etc, that are based outside the UK), where different data protection legislation applies:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

What are your information rights?

3.34. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.
- In some cases, be notified of a data breach.
- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

3.35. We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

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- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.
- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

3.36. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please contact details below.

3.37. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

3.38. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests

3.39. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

3.41. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

3.42. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

Important Information

3.43. If you have any questions or queries about the Privacy Notice then please contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

3.44. If you have a concern about the way in which we are collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk

3.45. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

3.46. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

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4. Privacy Notice for Parents/Carers

Introduction

4.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

4.2. This privacy notice explains how we collect, store and use personal data about parents and carers of students at our school.

4.3. We are the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to you is to be processed.

Personal information we hold

4.4. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made from the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

4.5. The categories of personal information that we collect, hold and share include, but are not restricted to:

- Names, addresses, contact details (including telephone numbers and email addresses).
- Relationship to student.
- Bank or payment details (for purposes such as trip payments or catering accounts).
- Details of your family circumstances.
- Details of any safeguarding information including court orders or professional involvement.
- Records of your correspondence and contact with us.
- Details of any complaints you have made.
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

4.6. We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions or accessibility needs you have that we need to be aware of.
- Photographs and images captured in school.

Why do we collect and use this information?

4.7. We collect and use the information listed above for the following purposes:

- To support student learning and wellbeing.
- To contact you regarding your child's progress, welfare or emergencies.
- To fulfil safeguarding obligations.
- To provide appropriate pastoral care.
- To administer payments and manage financial transactions.
- To keep you informed about events, news and activities.
- To carry out research.
- To comply with our legal and statutory obligations.

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- To make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

4.8. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

4.9. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of information for marketing purposes

4.10. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

4.11. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Important Information' below).

Use of information in automated decision making and profiling

4.12. We do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of information for filtering and monitoring purposes

4.13. While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations.
- Comply with our policies (e.g. Safeguarding Policy, Acceptable ICT and Internet Use Statement) and our legal obligations.
- Keep our networks and devices safe from unauthorised access, and prevent malicious software from harming our networks.
- Protect your child's welfare.

The lawful basis on which we process this information

4.14. We collect and process personal data under Article 6 and, where necessary, Article 9 of the UK GDPR. Our lawful bases include:

- Compliance with a legal obligation.
- Performance of a task carried out in the public interest of providing education to your dependent.
- Your consent (for certain activities such as marketing communication).

4.15. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The basis for using special category data

4.16. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.

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- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

4.17. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

How do we collect the data?

4.18. We collect data through enrolment forms, contact update forms, correspondence, electronic systems, online payments and meetings. Some data is provided by you directly, and some may be received from students, local authorities, or government bodies.

How do we store personal data?

4.19. We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our Data Retention Policy sets out how long we keep information about parents and carers.

4.20. Personal data is stored securely in line with our data retention guidelines and GDPR compliant policies. Data is held only as long as necessary to fulfil the purpose for which it was collected, or to meet legal requirements.

Who do we share information with?

4.21. We do not share personal data with third parties without consent unless the law allows us to do so. We may share your information with:

- Local Authorities and education services.
- Health and safeguarding professionals.
- Service providers such as payment or communication platforms.
- Government departments (e.g. DfE).
- Emergency services (where necessary), courts and tribunals.
- Our regulator.
- Our auditors.
- Survey and research organisations.
- Professional advisors and consultants.

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- Charities and voluntary organisations.

4.22. Where we do seek your consent, you will be provided with clear information and the option to withdraw your consent at any time.

Transferring data internationally

4.23. We use Google Cloud as our service provider.

4.24. Google includes Standard Contractual Clauses (SCCs) in its Data Processing Addendum (DPA), which legally bind it to GDPR standards even if data is transferred outside the EU. All data is encrypted, and Google maintains certifications that demonstrate strong security measures.

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- Filtering and monitoring providers

What are your information rights?

4.26. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.
- In some cases, be notified of a data breach.
- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

4.27. We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.

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- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

4.28. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please contact details below.

4.29. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

4.30. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests

4.31. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

4.33. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

4.34. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

Important Information

4.35. If you have any questions or queries about the Privacy Notice then please contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

4.36. If you have a concern about the way in which we are collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk

4.37. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

4.38. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

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5. Privacy Notice for Visitors

Introduction

5.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

5.2. This privacy notice explains how we collect, store and use personal data about visitors to the school.

5.3. We are the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to visitors is to be processed.

Personal information we hold

5.4. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

5.5. The categories of personal information that we collect, hold and share include, but are not restricted to:

- Name.
- Contact details.
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, and vehicle number plate.
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

5.6. We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required.
- Photographs for identification purposes.
- Images captured in school.

5.7. We may also hold data about you that we have received from other organisations, including other schools and local authorities.

Why do we collect and use personal information?

5.8. We have legitimate interests in recording your personal details so that we can exercise our duty of care towards you during your visit and in the event of any future liability for loss or harm incurred whilst on our site.

5.9. We collect and use the information listed above for the following purposes:

- To identify you and keep you safe while on the school site.
- To keep students and staff safe.
- To maintain accurate records of visits to the school.
- To provide appropriate access arrangements.

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- To make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.
- To meet legal requirements placed upon us.

5.10. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

5.11. Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of information for marketing purposes

5.12. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

5.13. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

Use of information in automated decision making and profiling

5.14. We do not currently process any visitors' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of information for filtering and monitoring purposes

5.15. While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations.
- Comply with our policies (e.g. Safeguarding Policy, Acceptable ICT and Internet Use Statement) and our legal obligations.
- Keep our networks and devices safe from unauthorised access, and prevent malicious software from harming our networks.

The lawful basis on which we process this information

5.16. We collect and process personal data under Article 6 and, where necessary, Article 9 of the UK GDPR. Our lawful bases include:

- Compliance with a legal obligation.
- Performance of a task carried out in the public interest.
- Your consent (for certain activities such as marketing communication).

5.17. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The basis for using special category data

5.18. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.

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- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation. We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

5.19. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

How do we collect the data?

5.20. We will only collect and use your personal information when the law allows us to, as detailed above of this notice. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

5.21. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

5.22. Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities.
- Government departments or agencies.
- Police forces, courts or tribunals.
- Other schools or trusts.
- The Department for Education

How do we store personal data?

5.23. We keep personal information about you while you are visiting our school. We may also keep it beyond your visit with our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our Data Retention Policy sets out how long we keep information about visitors.

5.24. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

5.25. We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

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Who do we share information with?

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

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

- Our local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Government departments or agencies.
- Department for Education.
- Our regulator.
- Suppliers and service providers.
- Our auditors.
- Survey and research organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts or tribunals.

5.28. Where we do seek your consent, you will be provided with clear information and the option to withdraw your consent at any time.

Transferring data internationally

5.29. We use Google Cloud as our service provider.

5.30. Google includes Standard Contractual Clauses (SCCs) in its Data Processing Addendum (DPA), which legally bind it to GDPR standards even if data is transferred outside the EU. All data is encrypted, and Google maintains certifications that demonstrate strong security measures.

5.31. We may share personal information about you with the following international third parties (organisations, companies, etc, that are based outside the UK), where different data protection legislation applies:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

What are your information rights?

5.32. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.
- In some cases, be notified of a data breach.

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- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

5.33. We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.
- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

5.34. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please contact details below.

5.35. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

5.36. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests.

5.37. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

5.39. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

5.40. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

Important Information

5.41. If you have any questions or queries about the Privacy Notice then please contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

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5.42. If you have a concern about the way in which we are collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk.

5.43. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

5.44. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

6. Privacy Notice for Suppliers

Introduction

6.1. Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

6.2. This privacy notice explains how we collect, store and use personal data about suppliers of goods and services that the school contracts with, including their individual representatives, employees and agents. References to "you" in this privacy notice cover all of these individuals.

6.3. We are the data controller of the personal information provided to us. This means we determine the purpose and method of processing. Where data is processed on our behalf by a third party, it is subject to contractual obligations and data protection standards.

Personal information we hold

6.4. Personal information is information that relates to a living individual who can be identified from that data. Identification can be made from the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

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

- Contact names, business addresses, email addresses and telephone numbers.
- Bank details, payment information and other financial information where it relates to an individual, such as if you're operating as a sole trader.
- Records of goods and services provided.
- Contractual and correspondence history.
- Information required for due diligence or safeguarding checks.
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process.
- Any other personal information necessary to fulfil the terms of a contract we have with you.
- Information relating to visits to the school, e.g. the individual's company or organisation name, arrival and departure time, and vehicle number plate.
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

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6.6. If our contract with you requires you to visit or carry out any work at the school site, our privacy notice for visitors to the school will also apply.

6.7. We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required.
- Photographic ID for identification purposes.

6.8. We may also hold data about you that we have received from other organisations, including other schools and local authorities.

Why do we collect and use supplier information?

6.9. We collect and use information for the following purposes:

- To decide whether to engage you.
- To fulfil the terms of our contract with you, including payment.
- To manage procurement and contract administration.
- To process payments and maintain financial records.
- To comply with legal obligations (e.g. financial regulations, tax laws).
- To keep accurate records of the suppliers that we use.
- To identify you while on the school site, and keep all individuals safe.
- To carry out safeguarding or vetting checks where relevant (e.g. contractors on site).
- To keep accurate records of visits to the school.
- To make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.
- To maintain effective communication and service delivery.

6.10. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

6.11. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

6.12. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of information for marketing purposes

6.13. Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

6.14. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

Use of information in automated decision making and profiling

6.15. We do not currently process any suppliers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

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Use of information for filtering and monitoring purposes

6.16. While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations.
- Comply with our policies (e.g. Safeguarding Policy, Acceptable ICT and Internet Use Statement) and our legal obligations.
- Keep our networks and devices safe from unauthorised access, and prevent malicious software from harming our networks.

The lawful basis on which we process this information

6.17. We process personal data under Article 6 and, where relevant, Article 9 of the UK GDPR. Lawful bases include:

- Performance of a contract
- Compliance with a legal obligation
- Legitimate interests (e.g. efficient operation of the school)
- Consent, where applicable

6.18. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The basis for using special category data

6.19. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation. We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

6.20. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

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How do we collect the data?

6.21. We collect data directly from suppliers, during procurement, registration or onboarding processes, and throughout the duration of the working relationship. This may be provided through email, forms, contracts or other correspondence.

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

6.23. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

6.24. Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities.
- Government departments or agencies.
- Police forces, courts or tribunals.

How do we store personal data?

6.25. We keep personal information about you while you work with our school. We may also keep it beyond your work with our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our Data Retention Policy sets out how long we keep information about suppliers.

6.26. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

6.27. We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

Who do we share information with?

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

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

- Our local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Government departments or agencies.
- Department for Education.
- Our regulator.
- Suppliers and service providers.
- Our auditors.
- Survey and research organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts or tribunals.

6.30. Where we do seek your consent, you will be provided with clear information and the option to withdraw your consent at any time.

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Transferring data internationally

6.31. We may share personal information about you with the following international third parties (organisations, companies, etc, that are based outside the UK), where different data protection legislation applies:

- Other schools or educational establishments.
- Government departments or agencies.
- Security organisations.
- App or cloud server providers.
- Filtering and monitoring providers.

6.32. Where we transfer your personal data to a third-party country or territory, we will follow UK data protection law. In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

What are your information rights?

6.33. Under data protection law, you have the certain rights in relation to the processing of your personal data: For example, you have the right to:

- Be informed about how your personal data is used.
- Say that you don't want your personal data to be used.
- Request access to the personal data held.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of data is restricted.
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- Object to your personal data being processed.
- In some cases, be notified of a data breach.
- Stop it being used to send you marketing materials.
- Request your information be transmitted in a commonly used and machine readable format to another data controller.
- Not be subject to automated decision making including profiling.
- Make a complaint if you feel we have not used your information in the right way (see 'Complaints' below).
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not dealt with your complaint appropriately.
- Claim compensation if the data protection rules are broken and this harms you in some way.

6.34. We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- The right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.
- The right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

6.35. See information on types of lawful basis of this privacy notice. To exercise any of these rights, please contact details below.

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6.36. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team via: gdpr@durhamsixthformcentre.org.uk.

6.37. You also have the right to request a copy of the personal data we hold about you. You might not want all of the personal data that we hold about you and we may be able to respond more quickly if you explain this and identify the specific data you want. Please see our Data Protection Policy for more information about Subject Access Requests.

6.38. You may also have the right for your personal information to be shared with another organisation in certain circumstances.

Complaints

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

6.40. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance by emailing dpo@durhamsixthformcentre.org.uk or by calling 0191 383 0708 and asking to speak to the Data Protection Officer.

6.41. For information about how to make a complaint, please see our Complaints Procedure, available on our website here. If you need any support accessing the Complaints Procedure, please contact us as per the details above.

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6.43. If you have a concern about the way in which we are collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can email via: dpo@durhamsixthformcentre.org.uk.

6.44. If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) via 0303 123 1113.

6.45. This notice is reviewed regularly to ensure we continue to protect your privacy. We reserve the right at all times to update, modify or amend the notice. The latest version of the notice can be found on our websites.

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Providence
LEARNING PARTNERSHIP

Providence Learning Partnership is a company limited by guarantee [Companies House Number: 11652271] and an exempt charity registered in England and Wales.