

Data Protection at Ashbourne

Student Privacy Notification

This privacy notice explains how Ashbourne Independent School collects, uses and shares your personal data, and your rights in relation to the personal data we hold. For further information, please refer to our website for the Data Protection Policy; containing a full version of our privacy notice :

<https://www.ashbournecollege.co.uk/college-policy/data-protection-policy/>

The types of information we collect

We may collect the following types of personal data about you:

- your name, and contact information including parents and guardians.
- information relating to your education and employment history.
- records relating to your work at Ashbourne and details of examinations and results.
- information about your family or personal circumstances, and both academic and extracurricular interests.
- sensitive personal data, such as health and information about criminal convictions and offences.
- minutes of meetings.
- notes and email exchanges including disciplinary issues.
- information relating to medical conditions and or special educational needs.
- behavioural issues from previous educational establishments.
- names, contact information relating to parents/guardians.

Please refer to Appendix 3 Data Protection Policy for a full list.

How we use information about our students

The purposes for which we may use personal data (including sensitive personal data) we collect during a student's association with us include:

- recruitment and admissions.
- academic matters (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, etc).
- non-academic matters in support of our core services (e.g. disability and additional learning support, wellbeing service, personal tutors and academic departments, safeguarding etc).
- other administrative purposes (e.g. to ensure compliance with our regulatory and legal obligations; providing IT support etc).
- marketing and promotional purposes.

A full list can be found at Appendix 3 of the Data Protection Policy.

Marketing and Promotional purposes

Ashbourne will use photographs and videos for promotional and marketing purposes. All students and staff have are expected to assist with this. Students and staff have the right to request their photographs/ videos not be used for such purposes. The request should be made in writing or by email to the Lead Data Protection and Policy Officer (contact details below).

Ashbourne has always and will always treat personal data with care and respect. It has never and will never use personal data for commercial purposes other than to promote its own courses and alumni network.

The basis for processing your information and how we use it

We may process your personal data because it is necessary for the following reasons:

- to perform our educational contractual duties.
- to comply with our legal obligations, necessary for medical reasons or protect another person's vital interests. For example, contacting a hospital in the case of a medical emergency, welfare officers etc.

Please refer Appendix 3 of the Data Protection policy for a full list on how process information.

Sharing information with others

In general, we do not share information with third parties unless legally required to do so. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients . For example, universities concerning your applications.

How long your information is kept

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. However, some information may be retained indefinitely by us in order to maintain your academic record for archiving purposes.

Your rights

Under the DPA you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.

Once the GDPR comes into force in May 2018, you may also have the following additional rights:

- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities;
- to receive from us information about the personal data that we hold about you;
- to object to processing activities where you feel there is a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have signed the attached declaration, you have given us consent to process data. Should you wish to withdraw it, please contact our Lead Data Protection and Policy Officer using the contact details set out below.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Lead Data Protection and Policy Officer (Sahib Marwaha) by meeting, email (sahib@ashbournecollege.co.uk)

To request access to the personal data that we hold about you, you may contact our Lead Data Protection and Policy Officer by email as above or by post.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.