

Privacy Notice – Students

1. Scope

All student data subject's whose personal data is collected, in line with the requirements of the GDPR (General Data Protection Regulation).

2. Responsibilities

Blackpool Skills Academy (BSA) staff who interact with data subjects (Students) are responsible for ensuring that this notice is drawn to the data subject's attention. Each Data subject is responsible for ensuring that any information they supply to the college is accurate and up to date, that they will inform BSA if any such information requires updating and that where they submit any other persons details to BSA (including but not limited to any parents, carers, or emergency contacts) they have that other persons permission or are otherwise legally permitted to do so on their behalf.

	Personal Data type:
A	<ul style="list-style-type: none"> • Personal details (Name, address, date of birth, gender, nationality) • Family and emergency contact details • Lifestyle and social circumstances • Financial details
B	<ul style="list-style-type: none"> • Education and employment details • Student records (E.g., attendance/assessment/behaviour information) • Visual images and recordings(CCTV, photographs, videos) • (Where you wish to park any motor vehicles on our site) the make, model, and registration number of your vehicle
C	<ul style="list-style-type: none"> • Physical or mental health details (including information relating to medical conditions, special educational needs, or disabilities) • Racial or ethnic origin • Religious or other beliefs • Trade union membership • Offences and alleged offences • Criminal proceedings, outcomes and sentences

3. Why we collect and use student information

The personal data collected is essential for BSA to fulfil their official functions and meet legal requirements. BSA collect and use students information, for the following purposes:

- To support student learning.
- To monitor and report on student attainment progress.
- To provide appropriate pastoral care.
- To assess the quality of our services.
- To keep students safe (Food allergies, or emergency contact details).

- To provide reports and returns required by funding agencies, government departments, and public bodies.
- To monitor and promote equality and diversity within the group in accordance with the Equality Act 2010.

It may also be necessary for us to process personal data to protect your vital interests or those of another individual i.e., in emergencies/ life or death situations where we believe that a BSA member or another individual is at significant risk of harm.

Under the General data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- Consent
- Contracts
- Legal obligations
- Vital interest
- Public Task
- Legitimate interests

4. Security

BSA takes a robust approach to protecting the information we hold. This includes the installation and use of technical measures including firewalls and intrusion detection and prevention and regular assessment of the technical security of the BSA systems.

Along side these technical measures, there are comprehensive and effective policies and processes in place to ensure that users and administrators of information are aware of their obligations and responsibilities for the data they have access to.

5. Retention

Equality Monitoring data is updated annually and completed forms are destroyed once the updated form is received.

BSA will process personal data whilst you are a student and afterwards will retain the personal data for as long as we need it to fulfil the purpose(s) for which it was collected (including for the purpose of satisfying legal, accounting, or reporting requirements).

Whilst taking into consideration our legal obligations, we will on an ongoing basis: review the length of time that we retain personal data; consider the purpose or purposes for which we hold the personal data in deciding whether (and for how long) to retain it; securely delete personal data that is no longer needed for such purpose or purpose; and update, archive and securely delete information if it goes out of date.

6. Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of rectification – You have a right to correct data that we hold about you that could be inaccurate or incomplete.
- Right of access – You have the right to request a copy of the information that we hold about you.
- Right to be forgotten – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing (for example, to ask to suspend the processing of personal information to establish its accuracy or the reasons for processing it).
- Right to object – you have the right to object to certain types of processing where we are relying on a legitimate interest (or those of a third party) or the processing is carried out on the basis that it is necessary for the performance of a task in the public interest.

7. Changes to this Privacy Notice

This Privacy Notice does not form part of any contract. We may amend this Privacy Notice at any time. If we make any changes to the way in which we use personal information about students we will notify you by writing to you or sending an email.

Contact Details of the Data Protection Officer/ GDPR Owner:

	Data Protection Officer/ GDPR Owner contact details
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