



Bolton Sixth Form College
Parent / Guardian Privacy Notice

Approved/reviewed by	
Andy Lythgoe, 01/09/2019 Lesley Hart, 01/09/2019	
Date of next review	01/09/2020

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1. Institution details

Bolton Sixth Form College
Address: Deane Road, Bolton BL3 5BU
Telephone: 01204 846215
Email: enquiries@bolton-sfc.ac.uk

2. Introduction

Bolton Sixth Form College collects and processes personal data relating to a learners' parent / guardian to effectively manage and support a learner while studying at Bolton Sixth Form College. The College is committed to being transparent about all data it collects and be aware of data protection obligations under the General Data Protection Regulations Act 2018 (GDPR) and Data Protection Act (1998).

3. Data Protection Officer

Name: Lesley Hart
Position: Deputy Principal
Telephone: 01204 846215
Email: enquiries@bolton-sfc.ac.uk

4. Summary of data stored at Bolton Sixth Form College

We collect the following personal data under (GDPR) *vital interests of the individual* in order to effectively manage and support a learner while studying at the College. We are required by the ESFA to retain this data for six years after a student has completed their studies with the College.

- Parent / guardian name
- Current Contact details – including address, telephone numbers and email address.

5. How we collect data

Most of the information above is collected directly via an application form when a student applies to study at the College or when the parent / guardian registers for the parent portal.

5.1 Storing data

Data will be stored in a range of different places, including student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

The College takes the security of data seriously. The College has internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

5.2 Who has access to data?

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

Information will be shared internally, including with any College staff who need the data to provide services to the learners' parent / guardian. Where the College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The College shares data with third parties where there is either a legal obligation or public interest processing reason, see section 6 Data Sharing for more details.

6. Data Sharing - External Parties

Data	Purpose	Third Party	Lawful basis for processing data
Parent name, mobile phone number	For communication purposes only, will not be used for marketing events unless explicit consent has been obtained	Text Anywhere (http://www.textanywhere.net/default.aspx)	<i>Vital interests</i> with individual – the College will use texting as a primary form of communication

7. Your rights

As a parent / guardian, you have the following rights -

- To be informed about processing of your personal data
- To change incorrect or incomplete data stored by the College
- To access and obtain a copy of all your stored data on request
- Require the College to delete or stop processing your data
- To object to the processing of your data

If you would like to exercise any of these rights, please contact the data protection officer via the contact methods listed in section 3

If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner.