



DIGITAL INDEPENDENT SPECIALIST COLLEGE
MANCHESTER

Privacy Notice

We, Digital Independent Specialist College (DISC), are the Data Controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about you from the local authority, and the Department for Education (DfE)

The categories of intern information that we process include:

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication & dietary requirements)
- Special educational needs

We use the intern data to:

- Support work and learning
- Monitor and record intern progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep interns safe (food allergies or emergency contact details)
- Comply with the law regarding data collection & data sharing

We collect and use intern information under Article 6 (1c) (for example the Education Act 1996) and Article 9 (2d) of the GDPR 2018. Student information is collected via Data Collection Admissions forms and Common Transfer Files (CTF).

Whilst the majority of intern information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. We hold student data for 7 years and we routinely share intern information with:

- Educational establishments/work places that you attend after leaving us
- The local authority
- The Department for Education (DfE)
- Other third party software providers

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

We share intern data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Students) (England) Regulations 2013.

If you require more information about how the Local Authority (LA) and/or DfE collect and use your information, then please go to the following websites:

- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>
- <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE: <https://www.gov.uk/contact-dfe>

We may also share certain personal data relating to you, once you are aged 16 and over with post- 16 education and training providers in order to secure appropriate services for you under section 507B of the Education Act 1996.

Under data protection legislation, you have the right to request access to the information we hold about you. To make a request for your personal information, or be given access to your college record, please contact the college.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the Data Manager by emailing: ezra@digitaladvantage.org.uk

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at


<https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact Ezra Rushen (Data Protection Officer) at the college.

Yours Faithfully,

Ezra Rushen

Director of Training

A handwritten signature in black ink, appearing to be 'Ezra Rushen', with a long horizontal line extending to the right.