

The Sixth Form Bolton Admissions Privacy Policy

Approved/reviewed by	
Susanna Flood 06/02/2024	
Lesley Hart 06/02/2024	
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1. Institution details

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

2. Introduction

The Sixth Form Bolton collects and processes personal data relating to its learners to effectively manage their learning and to meet its statutory obligations as a Sixth Form College. The Sixth Form Bolton 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: marketing@bolton-sfc.ac.uk

4. Data We Process – Prospective Students

We will collect and process your name, address, date of birth, gender at birth, parent/carer contact names, phone number, email address, student support needs, medical information, education history, qualifications, references, ethnic origin, and other relevant information for the purposes set out below:

Student Application to The Sixth Form Bolton

We will use your details for the fulfilment of The Sixth Form's contractual relationship with its students and for our public task to deliver educational programmes. This includes determining and applying admissions criteria, processing applications for admission and monitoring overall student numbers.

During the application process:

1. We will communicate with you by sending emails to your registered email address inviting you to The Sixth Form or school for your Admissions interview and to keep you up to date with the status of your application.
2. We may also text and/or email you to:
 - a. Remind you of your Admissions interview appointment(s), and Enrolment appointment
 - b. Invite you to Open Events / New Student Day or subject specific events – linked to subjects you have applied for
 - c. Subject specific updates – e.g. news articles from subject areas you have applied for
 - d. General college information that is relevant to your transition onto The Sixth Form Bolton
3. We will inform your current school that you have applied to study at The Sixth Form Bolton for post 16 education, what subjects you have applied for and your offer status.

4. We will email your parents or carers to invite them in for specific 'Parent Event' Information Evenings.

Parents/carers, local authorities, youth support and associated services may contact us to request that we confirm the status of an application and the course/subjects applied for. We will share this information unless there is a legitimate reason for us not to and you inform us of this reason. In this instance please contact the Marketing and Admissions Team, email: marketing@bolton-sfc.ac.uk

5. Data We Process – Parents and Carers Information

If an applicant is under the age of 18 years at the start of their studies, we require confirmation of the parent or carer name, email address and phone number. We collect this information to support the communication with potential students during the application process.

6. Data We Process – Storage

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 Sixth Form takes the security of data seriously. The Sixth Form 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.

7. Data We Process – Access

We do not share information about our prospective students or enrolled students with anyone, without consent unless the law and/or our policies allow us to do so. We share students' data with the DfE on a *legal obligation* basis. This data sharing underpins The Sixth Form Bolton funding and educational attainment policy and monitoring.

Student information will be shared internally, including with any employees who need the data to provide services to the learner. Where The Sixth Form Bolton 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 Sixth Form Bolton shares student data with third parties where there is either a legal obligation or public interest processing reason, see section Appendix A on page 5 for more information.

8. Retention of Records

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

As a general guide:

- Students who choose to enrol with us (including parent/carer) details: will be retained for 6 years after completion of studies or withdrawal from a course. In some cases, for example to comply with UK or European funding rules we are required to keep records for much longer.
- Data on students who apply but do not enrol with us will be destroyed within the same year of making the application to us.
- Data on students who register to attend an event but do not enrol with us will be destroyed within the same year of registering.

The Sixth Form Bolton has a Retention Schedule which specifically sets out detailed retention timescales. For more information on how long information will be retained please contact our Data Protection Officer.

9. Your Rights

As a prospective student, you have the following rights:

- To be informed about processing of your personal data
- To change incorrect or incomplete data stored by The Sixth Form Bolton
- To access and obtain a copy of all your stored data on request
- Require The Sixth Form to delete or stop processing your data when you have completed your study programme
- 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 Sixth Form Bolton has not complied with your data protection rights, you can complain to the Information Commissioner.

10. Complaints or Queries

The Sixth Form Bolton aims to meet the highest standards when collecting and using personal information. If you want to make a complaint about the way we have processed your personal information, please contact our Data Protection Officer: Lesley Hart, email: marketing@bolton-sfc.ac.uk

In the event you are not satisfied with the use of your personal data you have the right to contact the data protection regulator, the Information Commissioner's Office (ICO) <https://ico.org.uk/>

11. Changes to this Statement

Any changes we may make to our privacy policy in the future will be posted on this page within the student portal.

12. Appendix A

Data Sharing			
Data	Purpose	Third Party	Lawful basis for processing data
Personal data including name, date of birth, gender, ethnicity, previous school and contact details plus study programme details	To inform the local authority of the students currently studying at The Sixth Form Bolton. To ensure they are aware of any student who leaves their study programme earlier than expected.	Local Authority (including Connexions)	Public interest / compliance with legal obligation – to ensure our local authority are aware of the students that study with The Sixth Form Bolton and also if they should leave their study programme early
Student name, mobile phone number. NOK name, mobile phone number	For communication purposes only, will not be used for marketing events unless explicit consent has been obtained.	Gov.uk Notify https://www.notifications.service.gov.uk/	Contract with individual – the College will use email and text as a primary form of communication with the student
Student name, email address	For communication purposes only, will be used for relevant transitional information only.	Mailchimp.com	Contract with individual – the College may use Mailchimp to send relevant transitional emails to the student and their parent/carers
Validation of unique learner number registrations (ULN)	Used to validate or obtain a ULN	Learning Records Service (LRS)	Public Task - LRS Tier 2 Privacy Notice: The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your

			Personal Learning Record, please refer to: https://www.gov.uk/government/publications/lrs-privacy-notice
Student name, email address	For event communication purposes only, will not be used for marketing unless explicit consent has been obtained.	https://www.tickettailor.com/	Contract with individual – the College will use third party booking system TicketTailor in order for applicants to book on a college event. There is a separate privacy policy regarding how TicketTailor stores and uses data.