



Harrison College Ltd

Privacy Notice

We take your privacy very seriously and we ask that you read the privacy notice very carefully as it contains important information about who we are, how and why we collect, store, use and share personal data. It also confirms your rights in relation to your personal data and how to contact us and supervisory authorities in the event of a complaint. Further information on data protection can be found in our Data Protection Policy accessed on the college website.

Under UK General Data Protection Regulations (GDPR), individuals have the right to be informed about how the College uses any personal data that we hold about them. This Privacy Notice describes what Harrison College does with the personal information that is provided as we are responsible for how it is used.

The College is the Data Controller of that personal data for the purposes of data protection law.

The personal data we collect and use

The College may collect, use and share (when appropriate) about individuals but it is not limited to:

- Contact details (phone numbers, email addresses, postal addresses) including preferences
- Identification documents
- Personal characteristics, date of birth, first language, nationality
- Financial Information
- Lifestyle information, support plans and family information
- Health information, medical condition, medical care plans, details of medication
- Special Education Needs, behaviours, education health & care plans (EHCP)
- Safeguarding information
- Post-16 learning information, attendance, exclusions, historical educational records
- Photographic images in our college, on college literature, websites, social media
- Information about personal preferences and interest
- Contract information

We may also hold data about individuals that we receive from other organisations including previous education settings, local authorities, Department for Education and employability placement providers.

How we use this data

- To support students learning
- To monitor and report students' progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To safeguard children and young people
- To comply with the laws regarding data sharing
- To share aspects of College life which may include social media
- To promote College social events

Our legal basis for using this data

1. Lawfulness, fairness and transparency

We will only process personal data where we have one of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that Harrison College can fulfil a contract with the individual, or the individual has asked Harrison College to take specific steps before entering into a contract

- The data needs to be processed so that Harrison College can comply with a legal obligation
 - The data needs to be processed to ensure the vital interests of the individual e.g. to protect someone's life
 - The data needs to be processed so that Harrison College, as a public authority, can perform a task in the public interest, and carry out its official functions
 - The data needs to be processed for the legitimate interests of Harrison College or a third party (provided the individual's rights and freedoms are not overridden)
 - The individual (or their parent/carer when appropriate in the case of a student) has freely given clear consent
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- We need to comply with legal obligations
 - We need to perform an official task
 - Where we received consent to use it in a certain way
 - We need to protect the individual's vital interests or those of someone else

Where consent has been given to use an individual's personal data, consent can be withdrawn at any time.

How we collect data

When you give it to us directly:

- Via the admissions process.
- By communications via the telephone, text, email or post.
- You may give us your personal data in order to receive further information from the College on the service we provide.
- When you take part in any of our organised activities (Regulatory reviews, social events)
- When you respond to a survey
- Engage with us on our website. We may collect other information from your use of the website, such as your IP address and access times. We may link our website directly to other sites. This privacy notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit.

How we share data

Your personal information will be used for purposes relating to education, training, employment, general advice services, well-being and research, and informing you of College activities. The College may share non-sensitive personal information about you with other organisations, as follows, but is not limited to:

- Harrison College Staff
- The Board of Directors of the College
- Consultants engaged by the College
- The Local Authorities
- The Education and Skills Funding Agency
- OFQUAL
- Department of Education
- Department of Health
- Individual's families and support representatives
- Examining bodies
- Health and Social Welfare organisations
- Other education settings both historical and future
- Ofsted

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Next Review: Mar 2027

- Police Force
- Companies House
- Accountants
- Employers
- HMRC
- National Pupil Data Base
- Technology providers

The lawful basis for collecting and using individuals' data for general purposes is under article 6 and article 9 of the UK GDPR working party, where data processed is a special category.

If a request to share personal data with a source from outside the European Union we will only do so in accordance with data protection law.

How we store data

The College will hold information securely. To prevent unauthorised disclosure or access of personal information, it has strong organisational and technical security safeguards. The College follows stringent procedures to ensure it processes all personal information in line with the GDPR. Please refer to our Data Retention and Management Policy for further details.

We will hold student data in accordance with the DfE and KCSIE requirements.

How to request information

Individuals' have the legal right to make a request to gain access to personal information that the College holds about them. This is referred to as a 'subject access request'.

Parents or carers have the right to request information regarding their child/individual's data if the young person is not considered mature enough to understand the rights over their own data. Parents also have the right to make a 'subject access request' regarding any personal data the College holds about them.

Employees wishing to make a SAR should do using a Subject Access Request Form, sending the form to the College's Data Protection Lead.

If an individual requests information from the College this must be done in writing, via a letter addressed to the Data Protection Officer.

If you make a 'subject access request' to the College, we will provide you with a response that contains details of the information requested if we hold that information about you or the student.

How to request to delete personal data and other data subject rights

One of the key principles which underpin the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Any requests from individuals to:

- Have inaccurate personal data rectified (right to rectification)
- Restrict or suppress their personal data (right to restrict processing)
- Obtain and re-use their personal data for their own purposes across different services (right to data portability)

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- Object to how their personal data is used

Objections to Personal Data Processing

Individuals have the right to object to the College processing their personal data based on legitimate interests, direct marketing (including profiling), and processing for scientific and/or historical research and statistics purposes.

Where an individual objects to the College processing their personal data for scientific and/or historical research and statistics purposes, the Data Subject must, under the GDPR, “demonstrate grounds relating to their particular situation”. The College is not required to comply if the research is necessary for the performance of a task carried out for reasons of public interest.

How to query or complain

If there are any questions about the College’s collection and use of personal data, please contact the College. Data Subjects have the right to require the College to rectify any of their personal data that is inaccurate or incomplete.

If you have any concerns about the way Harrison College has used your personal data you should raise your concern firstly with the College via our complaints procedure, or directly to the Information Commissioner’s Office (ICO) www.ico.org.uk/concerns.