

# **Notre Dame Catholic Sixth Form College**

## **Privacy Notice for Applicants**

*Notre Dame Catholic Sixth Form College (the College) is registered under the Data Protection Act 1998 (DPA). This means that the purposes for which the College collects and processes personal data is notified to and registered with the Information Commissioner's Office (ICO).*

*The General Data Protection Regulations 2018 (GDPR), which come into effect on 25 May 2018, strengthen the rights which individuals have over their data which organisations collect and process.*

*Companies that gather personal data have to, by law, notify the Information Commissioner that they are doing so. At the College we are committed to protecting your personal information and will look after the information you entrust to us keeping it safe and secure. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.*

*Notre Dame Catholic Sixth Form College is a data controller under GDPR.*

*We collect and use student information under Article 6 (1) of the GDPR:*

- (c) processing is necessary for compliance with a legal obligation to which the controller is subject*
- (d) processing is necessary in order to protect the vital interests of the data subject*

*We will use the information provided in a manner that conforms with the DPA, the GDPR and the Human Rights Act 1998. The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.*

*Requesting access to your personal data*

*Under data protection legislation students have the right to request access to information about them that we hold. To make a request for this, please contact the College Data Protection Officer who will consider and process the request.*

*You also have the right to:*

- object to processing of personal data that is likely to cause, or is causing, damage or distress*
- prevent processing for the purpose of direct marketing*
- object to decisions being taken by automated means*
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed*
- claim compensation for damages caused by a breach of the Data Protection regulations*
- make a subject data access request (please see link on website)*

*If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>*

**Contact:**

*If you would like to discuss, or require clarification regarding this privacy notice, please contact:*

- Data Protection Officer: Lisa Catherall*
- Email address [l.catherall@notredamecoll.ac.uk](mailto:l.catherall@notredamecoll.ac.uk)*

## **Where does Notre Dame get your personal data from?**

We obtain personal data about you from the following sources:

- From your application, and from any additional information you provide as part of a pre-application enquiry, to supplement or clarify your application, or as part of a feedback request, appeal or complaint.
- From your school or education provider, as they provide us with a reference for you.

## **Why do we process your personal data?**

The information you provide will be used by the College to give you accurate pre-application advice, for the assessment of your application, to invite you to take part in relevant on-site or online events, and for the consideration of appeals and complaints.

*We use student applicant data:*

- *to assess an applicant's suitability for a programme of study at the College*
- *to assess if we are able to provide appropriate support, care and guidance*
- *to ensure we meet all statutory requirements of SEND, safeguarding and equality & diversity*

We set out in table 1 of this notice (below) the purposes for which we will process your personal data in detail. There are various legal bases for why we use your information. You will find the appropriate legal basis listed alongside each of the purposes for processing your data shown in table 1.

Here is a brief explanation of each of the legal bases:

### Consent

On specific occasions the College will only process certain data if you consent.

### Legitimate Interest

The College has a broad legitimate interest in activities that connect to the activities and education of students. Subject to those interests not being overridden by the interests of fundamental rights and freedoms of students, it will pursue those interests. A good example of this legitimate interest would be when potential applicants provide contact details when attending on-site and/or online activities, and opt in to receive emails from the college.

### Necessary for entering into a student contract

On many occasions the College will process your data to enable it to meet its commitments to you, for example assessing your application for an offer of a place.

### Necessary for the performance of a task carried in the public interest

The College is an educational establishment and its educational activity is conducted in a public interest (including your interest and the interest of others).

## **Table 1: uses of your data**

“Retention period” refers to the number of academic years that your data will be held for after you complete your studies.

Pre-application enquiries.

Short description	Specific purpose	Legal basis	Retention period
Potential applicants provide personal data, and sometimes sensitive personal data, in order to get advice and information from admissions staff which is tailored to their own specific circumstances.	As a prospective applicant, you may provide us with contact information so that admissions staff can reply to your query, and you may provide personal information related to your health, disability, criminal convictions, care status, financial circumstances etc. so that we can provide the most accurate advice possible, specific to your circumstances.  Potential applicants expect us to retain the information they have given us so that admissions staff will have access to it if they go on to make an application at a later date.	Consent.	To the end of the current admissions cycle plus 1 year.
	Information sent to us electronically or by post which does not include a pre-application enquiry, and which we can't match to a current application, will be securely destroyed at the end of the admissions cycle in which it was received.	Consent.	To the end of the current admissions cycle.
Potential applicants provide contact details when attending on-site and/or online activities, and can opt in to receiving emails from the college.	We may use contact information you have shared with us to invite you to take part in on-site and online activities and events which we believe may be of interest to you, or to send you information about the College.	Legitimate interest.	To the end of the current admissions cycle plus 1 year

Applications

Short description	Specific purpose	Legal basis	Retention period
The admissions process collects information submitted by applicants in order to assess their suitability for a place on the chosen programme of study.  Admissions requires communication and interaction between an applicant and the College, and when it is deemed material to the application, additional information provided by an applicant will be added to the application record.	Your application must include information about identity such as name, title, date of birth and gender. It must also provide information regarding your educational background such as details of your current studies.  The information contained on the application is used to screen applications to ensure that applicants meet our minimum entry criteria, and to select applicants who will progress to the next stage of the application process where appropriate, which may involve an invitation to attend an interview.	Performance of contract.	For successful students, we will retain data on their personal contacts, Enrolments, Admissions, curriculum and attainment data for 6 years plus current term  To the end of the admissions cycle plus 1 year for unsuccessful applicants.

	<p>Information provided on your application may be used to invite you to take part in on site and online activities and events. We may send you information about the College, and about services which might be useful to you.</p> <p>If we offer you a conditional place, we will send you information about relevant events including Experience Notre Dame Days, and guidance regarding your enrolment, induction and studies at College.</p> <p>We may also use your data to track the impact of our information and events but please note that this will have no influence on any admissions decisions made by the College.</p>	Legitimate interest.	To the end of the current admissions cycle.
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### Disability support

Short description	Specific purpose	Legal basis	Retention period
Applicants are encouraged to indicate on their application if they have a disability, learning difficulty and / or health problems.	Any information you provide on your application about your disability, learning difficulty or health problem will be used by the College Learning Support Department to tell you about the services available to you and to invite you to meet and discuss any support requirements you may have.	Performance of a Contract  Necessary for reasons of substantial public interest.	Completion plus 8 years (or until the student is 25 years old) for successful applicants.  To the end of the admissions cycle plus 1 year for unsuccessful applicants.

Please note: If the applicant's previous school contact Notre Dame Catholic Sixth Form College requesting an application status, Notre Dame Catholic Sixth Form College will share application status information in order to facilitate progression.