

### **Communicating with Parents and Carers**

Students are responsible for all communication with the College, whether they have reached the age of 18 or not. This is in accordance with both the Data Protection Act 1998, and the College's UK GDPR Data Protection Policy and Safeguarding & Child Protection Policy.

No information about a student can be released to another person without the student's consent. The College can only share student's personal information with the Next of Kin(s) identified by the student, and recorded on their file. Should another person (including relatives and those holding 'Parental Responsibility') not listed as Next of Kin request information concerning the student, we will seek permission from the student before any information is shared.

The College can:

- Supply information on College policies and procedures that are publicly available, and direct enquirers to the website.
- Make appropriate enquiries if a serious concern about a student's wellbeing is raised, but will not divulge the nature of those enquiries.
- Relay to a student a message regarding an extreme situation, but cannot confirm whether or not the message was received.
- Release information only with the consent of the student.

The College cannot:

- Confirm whether or not a student is enrolled at Long Road Sixth Form College.
- Provide details of a student's address, attendance, or wellbeing.
- Discuss a student's academic progress, including programme or course choices, timetable, assessment dates or grades and results.
- Disclose information about a student's academic record, including disciplinary procedures or ongoing investigations.

In extreme situations that require an emergency contact, the College DSL/DDSL or other member the Senior Leadership Team will:

- Supply emergency contact (NOK) details to the relevant statutory authority, or
- Contact the emergency contact (NOK) directly.

### **Student Consent for release of information:**

- Consent must be permitted in writing by letter or email from the student's verified College email account. If in exceptional circumstances permission is given verbally, this should be supported in writing as soon as possible.
- Written permission will be stored on the College safeguarding platform, MyConcern.
- Where consent is given for a particular issue, only information relating to that matter will be released. Wider consent can only be given where a student has complex support needs that are unlikely to change.
- Where consent to release information is obtained the College will inform relevant staff only for reasons of confidentiality. This may lead to a delay in responding while staff seek clarification.

When seeking consent, the student will be informed that as 'data subject', they have ownership of their personal information ('personal data'); that they can decide with whom they share their data; and that the College will not share that decision or the details of any person(s) with whom they decide to share that data with anyone else (including those listed as Next of Kin(s)), unless the student or other person is at immediate risk from harm (as above).

The relevant policies and procedures can be found [here](#).