

### The information that you give us

As part of your admission to the College we will collect your personal details including: name, address, date of birth, National Insurance number, residency information, proof of identity and residence information, email address, your photographic image, first and second language, dates of attendance, exam/test results, ethnicity, health information, doctor's details, next-of-kin/emergency contact details, your mobile number, information about support needs, behaviour record, sex-related information, your employer, academic references, criminal conviction information.

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information including supporting evidence for fee remission, employment status, free meal eligibility, fees paid, bank details and household situation.

Additionally, to prove you are eligible to study we will also collect copies of your biometric residence card, your passport and police registration form.

If you are a prospective student at the college we will collect your personal details including name, address, email address, mobile phone number, age, previous/current school, course, apprenticeship and provision interests. Where parents or carers register we will collect your details as above and your child/ward's details.

### The uses made of your personal information

We will use your information to manage and administer your application and ongoing education. This will include putting together class lists, for sending event invitations, for communicating with you, for providing you with a College ID card, for dealing with admission and enrolment, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave.

Whilst on your course this will also include information for making registers, class lists, trip lists, communications, reports, employer information (for example for work experience students) and to identify students who cannot be used for marketing photos.

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you.

For prospective students your data will be used to manage delivery of college information events, this will include making delegate lists, communicating with registrants about the event and college courses and for compiling reports.

### [The legal basis on which we collect and use your personal information.](#)

Information is processed because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### [How long we keep your personal information.](#)

- Non-Enrolled applications – 6 months from start of 1<sup>st</sup> term
- Enrolled applications – End of student course date+ 6 years

### [How we share your personal information](#)

We share your information internally and to third parties who provide administrative, legal and accountancy services to the college to enable us to manage and administer your education effectively. We use a 'permissions' system to make sure that staff only have access to the information they need to carry out their jobs.

We may also share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

If you are on a course that receives public funding, we will share your information with the following organisations, as appropriate:

- The Education and Skills Funding Agency (ESFA) – [ESFA Privacy Notice](#)

Purpose:

To fund or co-fund your College course. Full details of how the funding Agencies may use your information can be found by following the links above.

Organisation / type of organisation:

The Learner Records Service

Purpose:

To create and or maintain a Personal Learning Record (PLR) on your behalf. Full details about the PLR can be found here <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

Organisation / type of organisation:

Awarding Organisation that accredit your course(s).

Purpose:

To register you with an Awarding Organisation so you can be entered for examinations or other work that we assess can be used to claim a certificate when you have finished your course successfully.

Organisation/type of organisation:

The Network for East Anglian Collaborative Outreach (NEACO) project

Purpose:

The college participates in a project aimed at increasing the number of young people going into Higher Education. More information can be found at <https://www.takeyourplace.ac.uk/how-we-use-participant-data>.

Organisation / type of organisation:

If you are aged 16 or 17; your parent/carer/guardian(s).

Purpose:

If you are aged 16 or 17; we will share information including your attendance, punctuality and academic progress with your parent/carer/guardians(s) unless you specifically withdraw your consent for us to do so on the enrolment form or during face-to-face enrolment.

Organisation / type of organisation:

Schools.

Purpose:

If you are a school leaver; we will confirm your enrolment with your school.

Organisation / type of organisation:

Cambridgeshire County Council or other Local Authority for school leavers outside of Cambridge or for those aged 16-24 with an Education and Health Care Plan (EHCP).

Purpose:

If you are a school leaver; we will confirm your enrolment with Cambridgeshire County Council to enable their confirmation of the September Guarantee (which requires local authorities to find suitable education and training places for 16- and 17-year-olds). If you are aged 16-24 and have an EHCP (Education, Health and Care Plan) the College will share information with the local authority to ensure appropriate support is made available to you during your studies.

Organisation/type of organisation:

Six Dimensions of Performance in Association with the SFCA

Purpose:

Statistical Analysis of student retention and performance.

Organisation/type of organisation:

MiDes (RCU Ltd) in association with AOC

Purpose:

Statistical Analysis of student retention and performance.

Organisation/type of organisation:

Alps Connect

Purpose:

Statistical Analysis of student retention and performance.

Organisation/type of organisation:

Youth Support Service

Purpose:

Local Authority monitoring of student progression.

Organisation/type of organisation:

MyChoice@16 E-Prospectus

Purpose:

This system is the Cambridge Area Partnership(CAP) Schools online admission

system for sixth forms and further education in Cambridgeshire. If you attend a CAP school, this will be the route that your application will be submitted.

Organisation/type of organisation:

Health Assured Support Line

Purpose:

The Health Assured support line is a separate service offered to students of Long Road Sixth Form college. Health Assured provides a confidential service and the information you discuss with their helpline support workers is not routinely provided to the college unless your health, wellbeing or welfare is judged to be at imminent risk. In these circumstances and where the support worker thinks you need additional support they will seek your consent to share your name and information about their concerns with the Long Road Sixth Form College welfare team, so that they can provide you with further help. In some circumstances where you are not able to provide consent or where you refuse consent, Health Assured may still decide to share relevant information with the college where it is necessary to protect your or another person's vital interests.

Organisation / type of organisation:

Third party Software Vendors:

If you attend one of our events, we may share your name, email address, address, phone numbers, IP address with Eventbrite <https://www.eventbrite.co.uk/> to enable us to manage your attendance at our events.

If you join the college as a student we will share your name, student identifier, college email address, active directory and IP address with Overt Software Services <https://www.overtsoftware.com/> to create and maintain a Virtual Learning Environment (VLE) account for you.

If you join the college as a student we will share your name, student identifier, college email address, active directory account and IP address with Microsoft Corporation. <https://www.microsoft.com> to create and maintain an MS Azure account, which allows us to provide you with cloud based email, storage and software.

If you join the college as a student we will share your name, student identifier, college email address, active directory account and IP address with IS Oxford.

<https://www.isoxford.com> to create and maintain a Library account on the Heritage hosted software system.

If you apply to join the college as a student we will share your name, student identifier, mobile phone number with BULKSMS <https://www.bulksms.com> to send you sms reminders about applications, events, course progress and other relevant meetings and appointments.

If you apply to join the college as a student we will share your name, student identifier, mobile phone number with VESPA Academy to assist you with your learning whilst at college.

If you apply to join the college as a student we will share your name, student identifier, mobile phone number with UniFrog to assist you with your career destinations whilst at college.

We may share your name, student identifier, college email address and Date of Birth with Quicksan <http://www.netquicksan.co.uk/QS5/LRD/QSStart.htm> to ascertain the level of Dyslexia risk, so that any additional assistance can be offered.

We may share your name, student identifier, college email address with grantfairly to enable you to obtain information regarding suitable grants for higher education.

If you are attending work experience, we may share your name, phone number, email address, learner support needs, education history, qualifications, with the employer who will be providing your placement.

We may share your data with third parties who provide administrative, legal, accountancy and government based services to the college in order to perform the colleges task as a public body.

Service:

We share this information as part of our public interest task of providing education to you. We have data sharing agreements in place with any third parties that provide these services on our behalf.

The college has the right to review and change, add, withdraw suppliers and the extent of their services without prior consultation with you (the student), where such changes do not have any material impact on your personal information and your rights.

### How we transfer your personal information outside Europe

Where you register on an event with the college, whether a prospective or current student or relation, your details including name, address, email address, phone, emergency contact details, access information, travel requests, courses preferences will be stored in Eventbrite to administer the event. This is stored in the US and under the EU-US Privacy Shield Framework showing compliance to GDPR.

College Data is backed up to <https://www.backblaze.com> for the purposes of Disaster Recovery. This is stored in the US and under the EU-US Privacy Shield Framework showing compliance to GDPR. The data is secured with 256 bit AES encryption.

### Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

## Changes to our Privacy Notice

We keep our privacy notice under regular review. If any changes are made to our privacy notice in the future, this document will be updated and posted to our website at <https://www.longroad.ac.uk> under the Data Protection section



[How to lodge a complaint](#)

If you want to make a complaint about the way we have processed your personal information, please contact:

Data Protection Officer  
Long Road Sixth Form College  
Long Road  
Cambridge  
CB2 8PX

[DPO@longroad.ac.uk](mailto:DPO@longroad.ac.uk)

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the data protection regulator, the

Information Commissioner's Office (ICO)

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

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