



## **Privacy Notice for Learners, Parents and Carers**

### **Easy Read Version**

#### **What is personal information or personal data?**

Personal information or personal data identifies you as a person. Photos and CCTV are also examples of personal data.

#### **Here are some examples of personal data that we process:**

- Name and address
- Language
- Safeguarding information
- Special educational needs information
- Medical needs such as name of doctor
- Attendance and previous schools/colleges attended
- Behaviour information
- Information about your life, who and what matters to you
- Information about your health
- Information on incidents, accidents, complaints and compliments
- Diet

These are just some examples and for more information you can access our full Privacy Notices here: <https://www.ffc.ac.uk/>

#### **Why we collect and use your information:**

Here are some examples of why we collect and use your personal information:

- To support learning
- To provide education safely and in line with the law
- To assess the quality of our services
- To keep young people safe

There are lots of laws that Fairfield Trust must follow. These laws help to keep young people safe. To do this, we need information about learners. We will use this information (called processing) to follow the laws, keep Fairfield running and keep everyone safe.

Some of the information we need is very personal and private (this is called special category data). We will only ask for information that we need to keep you safe - this could be information about medical needs, disability information & safeguarding or behaviour information.

#### **Collecting learner/young person information:**

We collect your information on application forms, in printed format and through online file transfers. We will ask for your consent where we need to.

#### **Storing data:**

We store your data very safely for a set amount of time. The actual list of timescales that sets out how long we keep your personal data is called a 'Retention Schedule'. For more information on our data retention schedule and how we keep your personal data safe, please contact Tamasin Jones at [tamasin.jones@ffc.ac.uk](mailto:tamasin.jones@ffc.ac.uk)

### **Who we share Learner/Young Person information with:**

Sometimes we share your data with other people, such as:

- The Department for Education (DfE)
- The school or college that you attended previously
- Ofsted/CQC
- External professionals – this could perhaps be your Social Worker

### **Why we regularly share Learner information:**

We do not share your personal information with anyone without consent unless the law and our policies allow us to do so. We will share information about learners with Local Authorities or other people that support you and the law allows us to do this. This enables them to provide services such as:

- Youth support services
- Careers advice

### **Requesting access to your personal data:**

Learners and parents can ask to find out what information we have about them. You can do this by making a request for your personal information or by making a request to be given access to your own or your child's records. If you would like further information, please contact Tamasin Jones at [tamasin.jones@ffc.ac.uk](mailto:tamasin.jones@ffc.ac.uk)

You can also:

- Ask for access to your information
- Ask to have your personal data updated if it is wrong
- Ask for us to delete it, if you feel there is no legal reason for us to have it
- Tell us how you want us to share/use the information

If you have a concern or complaint about the way we are collecting or using your personal data-tell the college. If you are still unhappy, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Withdrawal of consent and the right to complain:**

Where we are processing your personal data with your consent, you have the right to take away your consent. If you change your mind, or if you are unhappy with our use of your personal data, please let us know by contacting Tamasin Jones at [tamasin.jones@ffc.ac.uk](mailto:tamasin.jones@ffc.ac.uk)