



How We Use Your Information Privacy Notice for Young People (summary)

Orchard Hill College

18 March 2018

Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

Orchard Hill College operates each Centre listed below and is ultimately responsible for how the College Centre handles your personal information.

- BedZED
- Beaconsfield Centre
- Lomond House
- Garrett House
- Quadrant House
- Green Man Skills Zone
- Vocational Centre (Nightingale)
- Vocational Progression Centre (VPC)
- 6th Form (Hillingdon)
- Wyvern House

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at the College and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the Orchard Hill College website and can be found here <https://www.orchardhill.ac.uk/privacy-statement/>. You can also obtain a copy of the full privacy notice by contacting the administrator at the Centre you attend, or by speaking to your tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long Orchard Hill College retains your personal information; and
- our legal bases for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admission and referral forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other students and on occasion we will receive information from professionals who have helped care for you. Your old school/college also gives us information about you and we also collect information when you attend an assessment prior to you joining our College, so that we can organise a course appropriate to your needs and to care for you.

- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the College, if you leave the College or let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents/carers so they can support your learning.
- We will share your records with financial bodies to ensure you receive the correct funding for your chosen programme.
- We may use photographs or videos of you for the College website or prospectus to show prospective students what we do here and to advertise Orchard Hill College. We may continue to use these photographs and videos after you have left the College. Sometimes we use photographs and videos for teaching purposes, for example, to record an activity.
- We may use photographs or videos of you for your learning records which we will share with accredited bodies to assess your progress and final accreditation.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the College Centre is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the College and at our sponsored Academy Trust (Orchard Hill College Academy Trust). For example, by sending you information about events and activities taking place (including fundraising events) and the Orchard Hill College & Academy Trust newsletter.
- We may keep details of your address when you leave so we can find out how you are getting on and to inform you of any College Courses that we think may be of interest to you. We may also pass your details onto our Multi-Academy Trust (Orchard Hill College Academy Trust). Further information on Orchard Hill College Academy Trust can be found here <https://www.orchardhill.ac.uk/academy-trust/>.

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice, and the Data Protection Officer or your College Centre Administrator can give you more information on how this can be obtained.

If you have any questions about how we use your personal information, please speak to your Head of Centre. Alternatively, you can speak to your parents or carers who will talk to us on your behalf.