



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way
Headteacher: Mr P. Woods

PRIVACY NOTICE - IMPORTANT

Privacy Notice – General Data Protection Regulations (GDPR) May 2018

Sir John Cass Sixth Form College is a data controller for the purposes of the General Data Protection Regulations (GDPR) which will take effect in May 2018. We collect personal information from you and may receive personal information about you from previous schools and the Learning Records Service. We hold personal information to:

- Support your learning
- Monitor and reports on your progress
- Provide appropriate pastoral care
- Assess how well we are doing

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. As you are enrolling for Post-16 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13-19 in England. We must provide the names and address of you and your parents/ carers, along with any further information relevant to the support services' role.

However, if you are over 16, you or your parents can ask that no information beyond names addresses and your date of birth, be passed to the support services. This right transfers to you on your 16th birthday. If you wish to opt out of this arrangement, you will need to declare this in writing (signed and dated) and return to the College Registrar. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Successful applications: This information will be added to the pupil's file. The retention period is the duration of the student's studies plus 2 years. Then the information will be securely destroyed. The file will not follow the student if he/she transfers to another 6th Form College. If a student does not turn up in September, then the application form is securely destroyed.

Unsuccessful applications: The retention period is 2 months, in case the student appeals against the College's decision. Then the information will be securely destroyed.

The information submitted on the website will be automatically deleted after 1 year.