

How we use information about learners

This document explains the information we collect about learners, how and why we collect it, how we use it, who we share it with, and what rights you have. For more information, see our [Data Protection Policy](#).

What we collect

We collect information about your:

- personal identifiers (such as your name and any unique reference numbers);
- contact details (such as your address and phone number);
- performance at college (such as your test scores and exam results);
- wellbeing (such as whether there are any reasons to think you might not be happy in college);
- educational needs (such as what we need to do to make sure you learn as best as you can);
- attendance records (such as which dates you are not in college and the reasons for that);
- behaviour (such as your positive and negative behaviour points);
- opinions and preferences (such as your answers to surveys);
- health records (such as any allergies or dietary requirements you might have);
- picture (such as college photos and CCTV images);
- characteristics (such as your birth date and ethnic background); and
- destination after you leave the college (such as whether you stay in education or find a job).

Some of this information might be sensitive.

How we collect it

We get most of this information from you or your parents through things like:

- the form we get when you first join our college;
- the registers we take to check who is in college; and
- the work you give to your teacher during your lessons.

In most cases, you or your parents have to give us this information. Sometimes, you will have a choice about whether you want to give us the information or whether you want to let us use it in a certain way.

We also get information about you from other places. This is usually from your last school, the council or the government.

Why we collect it and how we use it

We collect and use your information for different purposes.

To help us run our college (*public task*)

We have to use your information so that we can run our college, including to:

- get in touch with you (or your parents, carers or guardians) when we need to;
- check how well you are doing and work out whether you or your teachers need extra help;
- make sure we can help you learn as best as you can;
- check how well our college is doing as a whole; and
- run other services, like college meals and counselling.

To allow us follow the law (*legal obligation*)

We have to use some of your information because the law says we must, including to:

- keep you safe and look after your wellbeing.

To help us promote our learners and our college (*consent*)

We might want to use your information as part of our promotional work, including to:

- celebrate your achievements on our website, on social media or in a newspaper; and
- help us advertise our college in our brochures and prospectuses.

We will always ask for consent before we use your information in this way.

If you give your consent for us to do this, you can change your mind at any time.

We often need to use your information for more than one reason.

Who we share it with

Sometimes, we need to share your information with other organisations.

By law (*legal obligation*)

The law says we need to share your information with:

- the Department for Education, under The Education (Information About Individual Pupils) (England) Regulations 2013; and
- the council, for things such as:
 - making sure you are safe, *under The Children Act 2004*;
 - providing youth services and careers advice, *under The Education Act 1996*;
 - keeping other people healthy, *under The Health Protection (Local Authority Powers) Regulations 2010*; and
 - making sure you have an education, *under The Education (Pupil Registration) (England) Regulations 2006*.

By contract (*contract*)

Sometimes, we need to ask other organisations to help us do things. We might need to share your information with them so they can do that. These organisations are called our “data processors”. The main organisations we work with include:

- [Arbor](#), which gives us the system we use to store most information about you;
- [CPOMS](#), which gives us the system we use to store information about your wellbeing;
- [Caterlink](#), which provides meals; and
- [ParentPay](#), which allows payments to be made for things like meals.

Whenever we share your information with a data processor, we will make sure they keep your information safe.

What rights you have

You have rights about how your information is used and kept safe. For example, you can:

- ask to see the information we have about you;
- say that you don't want us to use it;
- ask us to limit the way we use it;
- ask us to correct it if you think it's wrong;
- ask us to delete it; and
- complain about how we use it.

For more information about your rights, visit the ICO's website: www.ico.org.uk/your-data-matters/.

Complaints

We take complaints about data protection very seriously.

If you have any concerns about how we collect or use personal information, please let us know by contacting our Data Protection Officer (see the next section, called “Contact us”).

If you are not happy with the way we respond to your concerns, you can make a complaint to the ICO:

<https://ico.org.uk/make-a-complaint>

0303 123 1113

Information Commissioner’s Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Summit Learning Trust is the data controller for the personal information processed by the Trust and its academies. Our Data Protection Officer is a company called S4S.

If you want to see the information we have about you, please [use this form](#).

If you have any questions or concerns about anything mentioned in this privacy notice, please contact our Data Protection Officer. You can contact them by post or by email:

Data Protection Officer
Summit Learning Trust (c/o Ninestiles, an Academy)
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

dpo@summitlearningtrust.org.uk

If you need to contact Summit Learning Trust for another reason, you can contact us by post or by email:

Summit Learning Trust (c/o Ninestiles, an Academy)
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

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