



## **How We Use Your Information Privacy Notice for Parents/Carers (summary)**

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**Orchard Hill College**

March 2018

## Parent Privacy Notice

### Parent 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.

The College Centres listed below are all part of Orchard Hill College. The College operates each College Centre 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)
- 6<sup>th</sup> Form (Hillingdon)
- Wyvern House

Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend reading the full version of our parent privacy notice which is published on the College website and can be found here at <https://www.orchardhill.ac.uk/privacy-statement/> You can also obtain a copy of the full privacy notice by contacting the College on Tel No. 0345 402 4053, by emailing [data.protection@ohcat.org](mailto:data.protection@ohcat.org), or by post to Orchard Hill College & Academy Trust, Quadrant House, 8<sup>th</sup> Floor, The Quadrant, Sutton, London SM2 5AS. 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 the College retains your personal information and our legal bases for using your personal information.

The College's primary reason for using your personal information is to provide educational services to each Student.

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

- We obtain information about you from referral forms, student assessments, from admission forms and from the young person's previous School/College and/or Day Care Centre. We may also get information from professionals such as doctors, from local authorities and from third party professional organisations who may be involved in the care and well-being of the student such as care managers and key workers
- We will have information about any family circumstances which might affect the student's welfare or happiness.

- We may take photographs or videos of you at College events to use on social media and on the College website. This is to show prospective parents, carers and students what we do here and to advertise the College. We may continue to use these photographs and videos after the young person has left the College.
- We will take photographs or videos of students actively taking part in the classroom or other activities to inform on learning progress and to evidence accreditation.
- We will send you information to keep you up to date with what is happening at the College. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter.
- We will keep details of your address when your young person leaves the College so we can find out how your child is progressing and to forward information on courses that may be of interest that will continue to develop the skills of your young person.

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.
- To keep your young person safe and healthy, we will need to share information with medical professionals.

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 Orchard Hill College Data Protection Officer or the Strategic Head of Organisational Development & Human Resources can give you more information.

The Orchard Hill College Data Protection Officer / Strategic Head of OD & HR can answer any questions which you may have about how we use your personal information. The OHC Data Protection Officer can be contacted by emailing [data.protection@ohcat.org](mailto:data.protection@ohcat.org), by telephone on 0345 402 0453, or by post to Orchard Hill College & Academy Trust, Quadrant House, 8<sup>th</sup> Floor, The Quadrant, London SM2 5AS. The Strategic Head of OD & HR can be contacted on 0345 402 0453, or by post at the address above.

The Data Protection Officer monitors and advises on the College's data protection compliance.

