



Parents, Carers and Emergency Contact: Privacy Statement

The Cheadle and Marple College Network is committed to protecting your privacy. This Privacy Statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. The Cheadle and Marple College Network is the controller of all personal information held by our colleges, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR) 2018.

We may collect, use and share your personal information in order to protect the health and wellbeing of our students and support their learning and development.

Information data we collect and how we use it

The categories of personal information that we collect, hold and share include:

- Personal information (such as name and contact details)
- Contact history (such as correspondence and meeting notes)

Your personal information is provided to us by you as part of the application process and/or by students as they enrol onto their chosen programme, and is necessary for us to protect the health and wellbeing of our students and support their learning and development. Failure to supply such information may mean that we are unable to enrol a student onto a course at The Cheadle and Marple College Network.

Why we collect and use your information

We collect your information to help us to meet our legal obligations and to carry out the public task of providing education to young people. We use your information to:

- Contact you in the case of an emergency
- Comply with the law regarding data sharing
- Comply with legal obligations around the health, safety and wellbeing of our students

In the case of parents and carers of students who were aged 18 or under at the start of the academic year (31 August), we use your information to:

- Support our student's learning
- Report on student progress and attendance
- Facilitate the provision of appropriate guidance and pastoral support
- Assess and improve the quality of our services

How we store your data

We store your information securely and in line with our Data Protection Policy and associated procedures. Electronic records of your personal information will usually be deleted one year after a student leaves one of our Colleges. Paper records of your contact details will be stored in our archive of student files for a period of 7 years from the end of the academic year before being securely destroyed.

We are required to hold safeguarding records for a longer period of time and, on some rare occasions, your personal information may be included in these records and therefore held for up to twenty-five years.

How we share your information

We routinely share your information with:

- The relevant Local Authority
- Internal colleagues contributing to learning and support services
- Software suppliers who may access our systems to support them and maintain them

We do not share your information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your explicit consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of the information.

How we protect your information

Your data is held securely on The Cheadle and Marple College Network IT network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those colleagues who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All colleagues have completed data protection training programme and receive regular updates to keep their knowledge and understanding up to date. The Cheadle and Marple College Network ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

Your individual rights

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) 2018 give individuals a number of specific rights in relation to their personal information.

You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data
- Request access to the information we hold about you (Subject Access Request)
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- **We aim to do this through this Privacy Statement**
- **You can do this online dataprotection@cmcnet.ac.uk**
- **Contact the Data Protection Officer if you would like to discuss any concerns**
- **We always request your permission to use your personal details on any marketing or promotion and provide you with an option to stop receiving marketing communications from us**
- **We do not have any systems or processes that do this**

- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations
- **You can do this online**
dataprotection@cmcnet.ac.uk
- **Contact the Data Protection Officer if you would like to discuss any concerns**

Further data protection information

You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website. You can also contact the Data Protection Officer:

The Data Protection Officer
The Cheadle and Marple College Network
Cheadle Road
Cheadle
Cheshire
SK8 5HA

dataprotection@cmcnet.ac.uk

If you have a concern relating to the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>