

## **BCT Learner & Parent Privacy Notice**

Big Creative Training is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about learners and parents. Under data protection legislation, we are required to notify you of the information contained in this privacy notice.

This document should be read in conjunction with the GDPR policy available at <http://www.bcepolicies.com/public-documents/>

### **The categories of information that we process include**

- personal identifiers and contacts (such as name, date of birth unique learner number, contact details and address)
- protected characteristics (such as gender, ethnicity, language, disability and free school meal eligibility)
- information on your residency status with evidence such as your passport, birth certificate and / or your national insurance number
- safeguarding information (such as court orders and professional involvement)
- special educational needs and information on disabilities and protected characteristics including but not limited to: education, health and care plans (EHCPs), statements and form 8s for access arrangements
- health and medical information (such as mental health, allergies, medication and dietary requirements)
- attendance and punctuality data (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- prior attainment information such as your achievements in GCSEs or other qualifications
- assessment and attainment information
- behavioural information (such as exclusions and any relevant support put in place)
- your image, audio and video (for ID cards, creative projects, assessment and marketing purposes)
- information from police, youth offending teams or other similar agencies
- your CV in order to support applications for work experience or employment
- parent / carer information to facilitate learner support and to assess eligibility for free school meals and other financial support
- Emergency contact and family information such as names, relationship, phone numbers and email addresses
- Information about the use of our IT, communications and other systems, and other monitoring information

### **Why we collect and use learner information**

- to ensure we place applicants on the correct course
- to support learning and progression, and to monitor and report on learner progress
- to assess risk and to provide appropriate support, guidance and pastoral care
- to keep learners safe (e.g. food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for ESFA data collections and for funding



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- to assess suitability for the programme and provide appropriate information, advice and guidance on other suitable courses
- to assess eligibility for free school meals and the college bursary scheme and then to make payments
- for assessment purposes, to register learners with awarding bodies and claim certificates upon qualification completion
- to support learners with work placement, employment or opportunities with employers
- for the purpose of providing references for you to further / higher education or employment
- for statistical tracking and monitoring of our performance and to assess the quality of our services
- to market and promote our courses and services
- to contact parents / carers for the purpose of supporting learner progress
- to support learners with learning difficulties or disabilities
- for the purposes of receiving funding for your programme of study
- to carry out statistical analysis for diversity purposes
- For legal and regulatory purposes (for example child protection and health and safety) and to comply with legal obligations and duties of care
- to enable relevant authorities to monitor the college's performance and to intervene or assist with incidents as appropriate
- to monitor use of the college's IT and communications systems in accordance with the college's IT security policy
- to make use of photographic images and videos of learners in college publications, on the college website and on social media channels
- to provide support and opportunities to learners after they leave the college
- to support learners with learning difficulties or disabilities during lessons and exams

### **The lawful basis on which we use this information**

The lawful basis on which we collect and use your information is "legitimate interest". This is because we will be using your data in ways you would reasonably expect and which have a minimal privacy impact.

### **How we collect learner information**

- application and enrolment forms either online or paper based
- electronically, in person or on the telephone
- at careers events, open evenings or during enrolment and induction
- from previous education settings or other support agencies

Learner data is essential for the college's operational use. Whilst the majority of learner information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain learner information to us or if you have a choice in this.

### **How we store learner data**

We hold learner data securely for up to 7 years in line with funding body and awarding body requirements.

## Who we share learner information with externally

- further or higher education settings, training providers that learners may attend after leaving us
- employers that may offer work experience or employment opportunities during or after studying with us
- local authorities
- appropriate support services such as social workers, personal advisors, youth offending team workers, health services, the multi-agency safeguarding hub (MASH) or the metropolitan police
- the Education and Skills Funding Agency (ESFA)
- other funding organisations or lead contractors
- Local Authority Designated Officer (LADO)
- professional advisors such as lawyers and consultants
- support services (including insurance, IT support, information security)
- providers of educational software systems such as Arbor and CPOMS

## Why we share learner information externally

- for the purposes of supporting learning
- for the purposes of supporting your progression on leaving us
- if we have concerns about your wellbeing or safety
- for the purposes of receiving funding for your programme of study

We do not share information about our learners with anyone without consent unless the law and / or our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that we hold. To make a request please contact [ben.jolly@bigcreative.education](mailto:ben.jolly@bigcreative.education)

## You also have the right to:

- 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance using our complaints procedure



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available at <http://www.bcepolicies.com/public-documents/>

If you're not satisfied with our response you can then complain to the regulator <https://ico.org.uk/make-a-complaint/>

## Department for Education privacy notice

<https://guidance.submit-learner-data.service.gov.uk/25-26/ilr/ilrprivacynotice>

This privacy notice explains how the Department for Education (DfE) uses (processes) any personal data you give to us, or any that we may collect about you in relation to Key Stage 5 and adult education.

Key Stage 5 and adult education includes learners that stay in full-time education in schools, sixth-form colleges, further education colleges or University Technical College; or learners that start an apprenticeship or traineeship.

For the purposes of relevant data protection legislation, the [DfE is the data controller for personal data](#), this includes personal data processed by Education and Skills Funding Agency (ESFA).

<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education/privacy-notice-for-key-stage-5-and-adult-education>

If you would like to discuss anything in this privacy notice, please contact: [ben.jolly@bigcreative.education](mailto:ben.jolly@bigcreative.education)

Last updated	Next review	Person responsible
July 2025	July 2027	Ben Jolly