



Privacy notice for pre applicant students

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for a place at our school.

We, Health Futures UTC, 350 High Street, West Bromwich, B70 8DJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is provided to us by SIPS Education (see 'Contact us' below).

Successful students should refer to our privacy notice for students for information about how their personal data is collected, stored and used. This will be provided to successful students in our data collection pack on receipt of your completed application form. The privacy notice for students is also available on our website under our policies section.

The personal data we hold

We process data relating to those applying for a place at our school. Personal data that we may collect, use and store about you includes, but is not restricted to:

- Name
- Address
- Date of birth
- Gender
- Contact details including email address
- Current school
- Predicted grades and/or exam results
- Parent/Guardian name
- Parent/Guardian email address
- Parent/Guardian telephone number
- Parent/Guardian signature

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Special educational needs

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Monitoring application numbers

- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them
- Progressing the application

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the student application process is stored in line with our data protection policy and records management policy.

When it is no longer required, we will delete your information in accordance with our records management policy.

If you require a copy of our records management policy, you can request this by emailing our admin account at: admin@healthfuturesutc.co.uk.

Data sharing

We do not share information about you with any third party until you are legally offered and have accepted a place at our school, at which point our Privacy Notice to Students will apply.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as Free School Meals services
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as ParentPay, our online cashless payment system used for paying for lunch, etc.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, which is provided to us by SIPS Education, and are contactable via gdpr@sipseducation or 0121 296 3000.