

Privacy Notice for Students at Shockout Academy/Arts

Notice about how we use your Personal Information

This privacy notice has been prepared in accordance with the General Data Protection.

Regulation (EU) 2016/679 (“GDPR”) and explains how Shockout Arts collects, uses and protects personal data that we hold.

This notice applies to the following groups:

- Current or former students
- Those who have applied to study with us or have requested information relating to our courses or services

This Privacy Notice may be updated from time-to-time. The latest version is published on our website.

What is Personal data?

“Personal data” is information that relates to an identifiable person who can be directly or indirectly identified from that information, for example, a person’s name, identification number, location, online identifier. It can also include pseudonymised data.

“Special categories of personal data” is data which relates to an individual’s health, sex life, sexual orientation, race, ethnic origin, political opinion, religion, and trade union membership. It also includes genetic and biometric data (where used for ID purposes).

“Criminal offence data” is data which relates to an individual’s criminal convictions and offences.

“Data processing” is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

What Personal data do we collect and for what purposes?

Depending on your relationship with Shockout Academy/Arts we may collect a range of information including, but not limited to the following:

- Name, date of birth
- Contact information including, phone, email and postal addresses
- Educational information including assessment results, qualifications, predicted and actual grades, learning support needs, school references

- Employment information such as employment status and employment history
- Diversity data (e.g. sex, age, ethnicity, disability)
- Medical and health information from Application Form
- Other protected characteristics under the Equality Act 2010 including sexual orientation, religious beliefs and gender reassignment
- Financial information i.e. bank details
- Information relating to contact preferences for marketing or surveys
- Individual achievements, attendance, behaviour, results and performance on courses/qualifications
- Previous criminal convictions where relevant to the course of study
- Information relating to disciplinaries
- Progression and destination after leaving
- Website usage data
- CCTV images on Shockout premises.
- Photos or video media related to you, your studies or activities within Shockout or for publication of marketing materials or identification purposes.
- Anonymised data for the purpose of trend analysis, forecasting and profiling

Collecting this data helps us provide you with a service which meets your needs and enables us to meet our statutory duties. Specifically, we may use data:

- to meet our legal and statutory duties and responsibilities
- to process enquiries, applications and enrolments
- to contact students or potential students in response to an enquiry or in relation to an existing or previous course of study
- to provide student information to employers relating to applications for apprenticeships or other similar opportunities ie. agents
- to provide information to employers and students relating to work experience opportunities.
- to contact students or potential students about services, events, products, offer and other things provided by us which we think may be relevant to them
- to contact previous student's via e-mail, telephone or mail in the year following completion of their studies to ascertain their destination
- to contact student's and previous students via e-mail, telephone or mail for marketing or research purposes
- to keep our staff, students, visitors, property and premises safe.
- to be shared with other organisations for education, training, employment, legal, technical support and well-being related purposes, including for relevant research. (Microsoft/Google for emails/logins)
- to provide reference information requested by prospective employers ie. Agents or education establishments but only with your explicit consent.
- for our own internal records so that we can provide you with a high quality service to customise our services so they work better for our customers

How do we process your Personal data?

We comply with our obligations under the GDPR and the UK Data Protection Bill by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use organisational and technical methods to safeguard your data. The Data Protection policy provides more information.

We aim to provide you with access to your personal information. If that information is wrong, we strive to give you ways to update it quickly or to delete it – unless we have to keep that information for legitimate business or legal purposes.

What is the legal basis for processing your Personal data?

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical) this will be processed in alignment with safeguarding and ethical consideration in mind during your education at Shockout Arts.

Where you have previously studied at Shockout or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of Signing Student Declaration Form see Appendix A).

How do we share your Personal Information?

We may share your personal information as follows:

- with appropriate staff members of Shockout Arts and Shockout Arts for eg. Medical Information disclosed on your Medical Form or by GP.
- With Bolton College/University Of Bolton where you have enrolled on a course we deliver in partnership with them.
- with other organisations that provide services to you, for example Microsoft for access to Office 365. In such cases, the personal data provided is only the minimum necessary to enable them to provide the service.
- where Shockout receives a request from an appropriate body we may share your personal data for law enforcement purposes, ie for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

- information relating to education, welfare, behaviour etc with employers of students where the student is being supported by the employer through an apprenticeship, work experience or similar.
- Data relating to all young people, 16-18 year olds and 19-24 year olds with an Education Help and Care Plan may be shared with the relevant local authority to enable them to fulfil their statutory duties.
- Special Educational Needs and Disability Data relating to all young people 16-18 years old and 19-24 years old.
- Bolton College/University Of Bolton may share information with third parties if it is in connection with the service we are providing to you, for example with market research companies contracted to undertake work on our behalf to assess your satisfaction with our service. Information Sharing Agreements will be in place for such circumstances.
- Bolton College/University of Bolton may also share your information with your previous school to inform them of your destination and similarly with the appropriate local authority and youth support organisations.
- In all cases data shared will be reviewed to ensure only the minimum required is shared.

Where we require your consent to share or disclose your personal data, we will seek your consent.

How long do we keep your Personal data?

We will keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period.

Beyond that we may retain some information anonymised to ensure you cannot be identified in order to inform trend analysis and profiles. Where we do not need to continue to process your personal data, it will be securely destroyed.

Monitoring your use of the Shockout's Laptops

We keep an eye on how you use the equipment and laptops and what websites you go on when you are browsing the internet on the premises. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to Shockout's network or internet connection.

Your rights and your Personal data

Unless subject to an exemption under the data processing regulations, you have the following rights with respect to your personal data:

- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;

- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

You can access the personal information that we hold about you by submitting an email to your Head of Year. This request must be in writing and clearly specify the information you require.

If you would like to make a request regarding the processing of your personal data please contact the Data Protection Officer via the details provided below. However, restrictions do apply depending on the lawful processing reason and statutory requirements. Therefore, it is not always possible for requests to delete information to be fulfilled and the Data Protection Officer can provide you with more information on request.

Updating your Personal Data

Shockout has an obligation to ensure that the data we keep is kept as accurate as possible. We offer multiple ways for students to keep us updated on changes to information such as name, address and telephone number, personal email etc:

- Via email to Head of Year
- Through the Student My School portal.

Please note that changes to names require evidence of legal name.

Complaints

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

Contact Us

If you have any concerns or questions please email angieyvonne@weareshockout.com