

Privacy Notice for Parents Carers and Guardians 2025 - 2026

This notice sets out how we use your personal information and in particular what personal information we collect and:

- what we do with your personal information;
- the lawful basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information including whether we transfer your personal information outside of the European Economic Area (“EEA”); and
- your rights over your personal information.

The categories of information that we collect and hold include

The College may collect, use, store and share the following personal information from parents, carers and guardians:

- Personal information (such as name, address, contact details, etc);
- Bank details/financial information, for instance, where you are asked to pay for tuition, or an offsite activity or for student accommodation;
- Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access;
- Consent in respect of offsite activities e.g. tours/trips and outings, extra-curricular activities;
- Consent in respect of medical/other emergencies;
- Records, correspondence or notes arising from interaction with parents, carers or guardians;
- CCTV images captured on College premises and your photo for your Visitor ID card (where relevant).

Please note: this is not an exhaustive list.

How is this collected?

Most of the information above is collected directly from you when you engage/interact with the College. This could be over the phone, by email or via social media. Other information may be collected at enrolment, for instance, if you are named as next of kin by your son/daughter, or in the event your son/daughter decides to go on an offsite activity, when they will be asked to complete a Consent/Indemnity Form, which you will be asked to sign if your son/daughter is under 18.

You may also be asked to provide certain personal information if your son/daughter is in residential accommodation and you agree to act as guarantor. Or you may be asked to set up a Recurring Card Payment to pay for transport or accommodation in which case we will need certain personal and financial information from you.

Why we collect and use this information

We use this information:

- to support student learning;
- to arrange student accommodation and or student transport;
- for Safeguarding purposes;
- to organise offsite activities;
- to assess the quality of our services including complaints handling and responding to routine enquiries;
- to enable you to book to attend a parents evening.

The lawful basis on which we use this information

Under data protection legislation, we are required to process (collect, use, store and share) and retain certain data to comply with our statutory and legal obligations as an education institution.

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation;
- we need it to perform an official task in the public interest.

Less commonly, we may also process students' personal data in situations where:

- we have obtained consent to use it in a certain way;
- we need to protect the individual's vital interests (or someone else's interests).

For further details, please see our Student Privacy Notice which is available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>

Please also see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

Personal Data relating to Parents Carers and Guardians

Most of the information you provide us will be provided voluntarily by you.

Where you book to attend a parents evening, for instance, you are providing this information to us with your consent. The lawful basis for the processing of your personal data in these circumstances will therefore be consent.

In some instances, we may decide to process this information because it is in our legitimate interests to do so, or where we have a legal obligation to do so. For instance:

- for internal record keeping;
- to monitor and evaluate the effectiveness of our complaints handling process;
- to monitor and evaluate trends through statistical analysis.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time.

Please note: some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Special Category Data

Special Category Data is personal data which the UK GDPR and Data Protection Act 2018 says is more sensitive, and so needs more protection. Information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation

is Special Category Data.

Typically, we will not collect Special Category Data in our interactions with you.

Criminal Offence Data

Similarly, there must be a justification for the processing of Criminal Offence Data. Typically, we will not collect Criminal Offence Data in our interactions with you.

Retention of Data

How long we hold this information for will depend on the type of information that is being held and why it was provided to us in the first place:

Type of Data	Retention Period	Reason for retention
Personal Information – general enquiries	2 years + 1 year	College's legitimate interests
Personal Information – complaints	Six years from the date of record creation + 1 year	College's legitimate interests and performance of a task in the public interest (provision of education)
Routine correspondence	Delete when no longer required unless possibility of a complaint	College's legitimate interests

Type of Data	Retention Period	Reason for retention
Information regarding legal orders	6 years from completion of course + 1 year	Legal obligation, performance of a contract, and College's legitimate interests including safeguarding of students
Consent in respect of offsite activities	3 years from the date of the activity + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Consent in respect of medical/other emergencies	6 years from completion of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
RCP Payment information	For as long as an account is active. See Privacy Policy Flywire for further details	Performance of a contract
CCTV images including ANPR	Up to 30 days unless the server is full, then that data could be overwritten, unless otherwise required for disciplinary, insurance or legal purposes, or there is some other valid justification for retaining the images/footage for longer	Legal obligation including safeguarding of students and College's legitimate interests
Visitor Information	1 year from date of visit + 1 year	Safeguarding of students, performance of a task in the public interest (provision of education)

For further details, the College's Data Retention Policy is available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>. See also the College's Visitor Privacy Notice available at at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>

Sharing your information

We will not routinely share your personal data with third parties unless required to do so by law.

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

- The Department for Education;
- local authorities, for instance, where your son/daughter has an Education, Health and Care Plan;
- Our regulators e.g. Ofsted.

Please note: this is not an exhaustive list.

Transferring your personal data outside of Europe

Unless otherwise stated, your information will remain at all times within the UK and or European Economic Area (“EEA”). If we have to transfer your personal data outside the EEA, we will only do so where:

- the recipient or recipient country ensures an adequate level of protection for your personal data;
- the recipient or recipient country is subject to an approved certification scheme or code of conduct with binding and enforceable commitments which amount to appropriate safeguards for your personal data;
- we have put in appropriate safeguards with the recipient or recipient country to protect your personal data such as a data sharing agreement;
- the transfer is permitted by law; or
- you expressly consent to that transfer.

Requesting access to your personal data

Under data protection legislation, individuals have the right to understand what information an organisation holds about them and why. This is known as the right of access or making a Subject Access Request.

To make a Subject Access Request, please contact the College’s Data Protection Officer, Judith Clapham, either by contacting Judith at judith.clapham@askham-bryan.ac.uk or at DataProtection@askham-bryan.ac.uk or email enquiries@askham-bryan.ac.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

For further details, please see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting Judith Clapham, either at judith.clapham@askham-bryan.ac.uk or at DataProtection@askham-bryan.ac.uk. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Complaints

If you are not satisfied with how the College has processed your personal data, or are not satisfied with how the College has responded to a request to exercise one or more of your data subject rights, as set out above, you have the right to make a complaint. In the first instance, this should be to the College; but you also then have the right to refer the complaint to the ICO if you are not satisfied with the College's response.

Please submit full details of your complaint to enquiries@askham.bryan.ac.uk, as per the College's Complaints Policy which is available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/> Please use the Stage 2 Compliant form which is also available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/>

In accordance with the College's Complaints Policy, all complaints will be acknowledged within 2 working days, and the College will endeavour to provide a response within 10 working days. If more time is needed to investigate your complaint and provide a response, we will let you know. If you are not satisfied with the College's response to your complaint, you have the right to appeal, and ultimately, the right to complain to the ICO.

Please note: although you may complain to the ICO at any time, the ICO is likely to ask you to exhaust the College's complaints process first, before it processes your complaint. Please see the ICO's website www.ico.org.uk for further details.

Further information

If you would like to discuss anything in this privacy notice, please contact Judith Clapham, either at judith.clapham@askham-bryan.ac.uk or at DataProtection@askham-bryan.ac.uk

The College is registered with the Information Commissioner's Office ("ICO"). The Registration Number is Z6170811. Renewal of the registration takes place annually on 22 January.

Please also see the Data Protection Policy which is available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated 10th June 2026.