

DATA PROTECTION NOTICE FOR STUDENTS, ALUMNI, PARENTS AND GUARDIANS

Date: 2011/2012

For the purposes of the Data Protection Act 1998 ("the DPA"), UWC Atlantic College ("the college") is the "data controller" of personal data about students and their parents and/or guardians ("your personal data"). This notice supersedes all previous notices in this respect.

Personal data processed by the college

Personal data processed by the college includes contact details, IB and other assessment results, attendance information, special educational needs, and images of students engaging in college activities (and in relation to parents and/or guardians, may include financial information). The college may also process sensitive personal data such as ethnic group, religious beliefs and relevant medical information. Your personal data will usually be collected directly from you, but some may be passed to the college by third parties.

Purposes for which your data may be processed

Your personal data (including sensitive personal data, where appropriate) is processed by the college strictly in accordance with the Data Protection Act in order to:

- support its students' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess how well the college as a whole is doing;
- to protect the college's interests and its objectives;
- communicate with former students;
- monitor students' email communications and internet use strictly in accordance with the college's Internet and Email Acceptable Use Policy;

- where appropriate, promote the college to prospective students (including through the college's prospectus and website); and
- other reasonable purposes relating to the operation of the college.

The college may also use your contact details to send you promotional and marketing information by post, email and SMS about the college and carefully selected third parties.

Your right to access your personal data

Students and their parents and/or guardians, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. If you wish to access your personal data, or that of your child or a student for whom you have parental responsibility, then please contact the college in writing.

Third parties with whom the college may need to share your personal data

From time to time the college may pass your personal data (including sensitive personal data where appropriate) to third parties, including local authorities, other public authorities (in the United Kingdom or overseas), independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the college's professional advisers, who will process the data:

- to enable the relevant authorities to monitor the college's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the college (and where relevant, on behalf of individual students);
- to safeguard students' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for students;
- where specifically requested by students and/or their parents or guardians;
- where necessary in connection with learning and extra-curricular activities undertaken by students;
- to enable students to take part in national and other assessments and

- to monitor students' progress and educational needs;
- to obtain appropriate professional advice and insurance for the college;
- where a reference or other information about a student or ex-student is requested by another educational establishment or employer to whom they have applied;
- where otherwise required by law; and
- otherwise where reasonably necessary for the operation of the college.

The college may also (unless you request otherwise) share personal data about former students with any association, society or club set up to establish or maintain relationships with alumni of the college or National Committees in the United Kingdom or overseas under the aegis of the United World Colleges who may contact alumni from time to time by post, email or SMS about the college and UWC and their activities for promotional, developmental, fund-raising and marketing purposes.

All these are data controllers in respect of the personal data they receive, and must themselves comply with the Data Protection Act 1998. Further details of anticipated potential third party recipients are available from the college on request.

Further questions

If you have any queries about this Notice or how personal data is processed by the College, please contact the Director of College Operations, UWC Atlantic College, St Donat's Castle, Llantwit Major, CF61 1WF, United Kingdom, email: dco@atlanticcollege.org.