

Privacy Notice for Parents, Carers and Next of Kin of College Students

This notice explains how Moulton College collects, uses, and shares personal data relating to our students' parents/carers. We are committed to protecting personal information and ensuring transparency in how we process it.

1. What Information We Collect

We may collect and process the following personal data:

- Next of Kin personal details (name, contact information)
- Emergency contact details (name, contact information)
- Financial information related to fees and debt collection
- Parent/carer contact information (for students under 18, under 25 with EHCP)

2. Why We Collect This Information

We process this data to:

- Ensure student safety and wellbeing
- Communicate academic progress and attendance
- Respond to emergencies
- Support safeguarding and pastoral care
- In line with our Positive Behaviour policy
- Manage financial obligations, including debt recovery
- Fulfil our legal and regulatory responsibilities

3. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Vital interests** – e.g., emergency contact
- **Public task** – e.g., education and safeguarding duties
- **Legal obligation** – e.g., reporting to authorities
- **Legitimate interests** – e.g., debt collection
- **Consent** – where required, such as sharing progress with parents of students over 18

4. Sharing Information

We may share personal data with:

- Emergency services and safeguarding agencies
- Local authorities and education bodies
- Employers (for apprenticeships or sponsored students)
- Debt recovery agencies (where applicable)
- Other educational institutions (e.g., UCAS, universities)

5. Data Retention

We retain personal data only as long as necessary to fulfil our obligations.

6. Your Rights

Parents and carers have rights under data protection law, including:

- The right to access personal data (where appropriate)
- The right to request correction or deletion
- The right to object to certain types of processing

7. Contact Us

For questions or concerns about this notice or how we handle personal data, please contact our Data Protection Officer at:

Email: GDPR@moulton.ac.uk

Phone: 01604 491131