PRIVACY NOTICE

We ask you to provide some information about yourself when you come to Leicester College.

We may also ask your previous school or college, your parents/carers or other people who know you for some information.

- We will ask you for your name, address, information about your previous school or college and your parents/carers’ contact information.
- We will have a copy of your Education and Health Care Plan (EHCP) if you have one.
- We will also ask you and people who know you to tell us about any learning or medical needs you have or support that you might find helpful.
- We will get your consent to collect and use this information.

We need this information so we can make sure you are on the right course, so we can contact you and your family if we need to.

- Your tutors and a small number of other people at Leicester College may need to have your details but we won’t share your information with anyone outside the College unless there is a very good reason to do so. We may share information with your parents/carers.
- We will keep your information only as long as we have to.

We might contact you after you have finished your course to let you know about other courses which might be of interest to you. If you don’t want us to do this, you can let us know.

It’s your information and you have rights. You can ask us to make sure we have your details correct, to show you what information we have about you, and to make sure we look after your information and keep it confidential.

- If you want to know what information we have about you, you can ask for it. You can either ask your teacher or email dpo@leicestercollege.ac.uk.
- If you have any questions or concerns you can contact the Data Protection Officer at Leicester College, Freemen’s Park Campus, Welford Road, Leicester, LE2 7LW or email dpo@leicestercollege.ac.uk.