



PRIVACY NOTICE - UNDER 16s

We ask you to provide some information about yourself when you come to Leicester College. We may also ask your school or parents/carers for some information.

We will ask you for your name, address, information about your school and your parents/carers' contact information. We will also ask you to tell us about any learning needs you have or support that you might find helpful.

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 and so we can contact your school. For example, we might need to contact them about trips or visits, behaviour or conduct issues or anything else about your course.

We will share information about you with your parents/carers and your school. 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 will keep your information only as long as we have to. Then we will delete it.

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 unsubscribe from emails or let us know. We may also contact you after you've finished with us to find out what you're doing next.

It's your information and you have rights. You can ask us to make sure we have your details correct, to show you what data 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, Freeman's Park Campus, Welford Road, Leicester, LE2 7LW or email dpo@leicestercollege.ac.uk.