



PRIVACY NOTICE

For parents, carers, next of kin, and anyone who gives us information about a student

Version 1.0 · Prepared by the Data Protection Officer · September 2026

1. Who this notice is for

Northampton College holds personal information about people who are not students or members of staff. This notice explains what we hold about you, why, and what your rights are.

It applies if you are:

- a parent, carer or guardian of one of our students
- someone a student has named as their next of kin or emergency contact
- someone who has given us information or documents in support of a student's application, for example evidence of household income for a bursary
- someone who has contacted the College about a student

It does not cover students, employees, job applicants, governors or visitors. Separate notices cover those groups and are available at:

<https://www.northamptoncollege.ac.uk/documents/privacy-notices>

2. Who we are

Data controller	Northampton College, Booth Lane, Northampton NN3 3RF
ICO registration	Z6629391
Data Protection Officer	dataprotection@northamptoncollege.ac.uk · 01604 734108

3. What we hold, and where we get it from

Most of the information we hold about you comes from the student, not from you. That is normal — students give us the contact details of the people they want us to be able to reach.

What	Examples	Where it comes from
Your contact details	Name, relationship to the student, address, telephone number, email address	Usually the student, at enrolment or when their details change
Emergency contact details	Name, relationship and telephone number	The student
Correspondence	Emails, letters, notes of telephone calls and meetings with you	You, when you contact us or we contact you
Financial evidence	Where you have supplied evidence in support of an application for financial support — for example proof of income,	You, directly

What	Examples	Where it comes from
	benefit statements or bank statements	
Information relating to a student's support	Where you are involved in supporting a student, for example in relation to an Education, Health and Care Plan or a safeguarding matter	The student, a local authority, another agency, or you

4. If you have given us financial evidence

This section is for anyone who has supplied evidence in support of a student's application for financial support

Students who apply for a bursary or other financial support and who live with a parent, carer or guardian are required by the Department for Education's funding rules to provide evidence of household income. The College asks the student for that evidence. Students often ask a parent or carer to supply it, and it may reach us directly from you.

What we do with it:

- We use it to assess the student's eligibility for financial support. It becomes part of their application, because the application is theirs.
- It is seen by the bursary team, and by any member of staff dealing with the application or an appeal against the decision.
- We calculate a household income figure from it. That figure is recorded on the student's application.
- We tell the student whether their application has been successful, and if it has not, that the assessed household income was above the threshold that applies, together with how to appeal.
- We do not show your documents to the student, and we do not use your information for any other purpose.

We keep the evidence in accordance with our Data Retention Guidelines, and for at least six years after the end of the funding year, so that the College can answer a funding audit.

The lawful basis is legal obligation and public task. We do not ask for your consent, because we are required by the funding rules to obtain and assess this evidence, and consent would not be a real choice.

5. Why we hold your information, and our lawful basis

We must have a lawful basis for everything we do with personal information. As a further education corporation, the College is a public authority, and we rely mainly on legal obligation and public task rather than on your consent.

Why we hold it	Lawful basis	Where relevant
To contact you about a student's attendance, progress, welfare or conduct, where it is appropriate to do so	Public task	See section 6
To contact you in an emergency involving a student	Vital interests	Article 6(1)(d)
To meet our safeguarding duties, and our duties under the Prevent duty	Legal obligation; public task	Special category or criminal offence information may be involved
To assess a student's eligibility for financial support	Legal obligation; public task	DfE funding rules
To support a student with an Education, Health and Care Plan	Legal obligation; public task	Children and Families Act 2014
To recover unpaid fees or other sums owed to the College	Legitimate interests	This sits outside our public functions, and we record an assessment of it
To respond when you contact us, including complaints and requests for information	Public task; legal obligation	Not applicable

Where we hold information about your health, ethnicity or similar, or about criminal offences, we also rely on a condition in Schedule 1 to the Data Protection Act 2018, and we maintain an Appropriate Policy Document explaining how we comply. You can ask us for a copy.

6. Talking to you about a student

A student's information belongs to the student. That shapes what we can discuss with you.

If the student is under 16	We will normally communicate with a parent or the person with parental responsibility about their education.
If the student is 16 or 17	They are generally regarded as able to exercise their own rights. We communicate directly with them about attendance, progress, conduct, support, wellbeing, examinations and complaints. We share routine attendance and progress information with you unless the student asks us not to. For anything beyond that we ask the student first, unless another lawful basis applies.
If the student is 18 or over	They are an adult. We will not normally share their information with you unless they have agreed, another lawful basis applies, we are required by law, or it is necessary to protect someone's vital interests.
If the student has an EHCP	Rights relating to an EHCP transfer to the young person at 16 under the Children and Families Act 2014, unless they lack

	capacity. Having an EHCP does not by itself entitle you to receive their information.
Safeguarding	We may share information without consent where it is necessary to protect a child or an adult at risk, or to prevent serious harm.

This means there will be occasions when we cannot tell you something you have asked about. If that happens, we will explain why.

7. Who we share your information with

- Emergency services, where there is an emergency involving a student
- Safeguarding partners, the local authority, social services and the police, where we have a safeguarding duty or a legal obligation
- The Department for Education, where required by the funding rules
- Awarding organisations and employers, where this is necessary for a student's course or apprenticeship
- Our suppliers, who provide our IT and record-keeping systems and who act only on our instructions
- Debt recovery agencies, where money is owed to the College

We do not sell your information, and we do not use it for marketing.

8. Sending information outside the United Kingdom

Nothing is processed or accessed outside the UK.

9. How long we keep your information

What	How long
Your contact details and emergency contact details	For as long as the student is with us, and then in accordance with our Data Retention Guidelines
Financial evidence supplied for an application for financial support	In accordance with our Data Retention Guidelines
Correspondence with you	In accordance with our Data Retention Guidelines
Safeguarding records	Longer periods apply. Our Data Retention Guidelines set these out

When we no longer need your information, we destroy it securely.

10. Your rights

You have the right to:

- ask for a copy of the information we hold about you
- ask us to correct information that is wrong or incomplete
- ask us to delete your information, in some circumstances
- ask us to restrict how we use it, in some circumstances
- object to how we use it, where we rely on public task or legitimate interests
- ask us to transfer information you gave us to another organisation, in some circumstances
- withdraw your consent, where we have relied on consent

Some of these apply only in particular circumstances. Where we cannot do what you ask, we will explain why.

Please note that these rights relate to your own information. They do not give you a right to a student's information, and we cannot delete something about you where it forms part of a record, we are required to keep.

11. If you are unhappy

Please tell us first, so that we can put it right. You have a right under section 164A of the Data Protection Act 2018 to complain to the College about how we have used your personal information.

Contact dataprotection@northamptoncollege.ac.uk. We will acknowledge your complaint, investigate it, and tell you the outcome.

If you are still unhappy, you can complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113. You can complain to the Commissioner at any time, but it usually helps to raise it with us first.

12. Changes to this notice

We review this notice at least once a year and whenever the way we use your information changes. The current version is always at <https://www.northamptoncollege.ac.uk>

Version	Approved by	Date	Next review
1.0	Digital Data and Systems Group	21.09.2026	31.07.2027