



Purpose

This privacy notice explains how we collect, store, and use personal data about Creating Tomorrow College Applicants

Compiled by: James Whitehouse

Agreed by Directors –

SIGNED

DATE: 01/2026

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Privacy Notice for Creating Tomorrow College Applicants

Under Data Protection Law, individuals have a right to be informed about how Creating Tomorrow Trust, Iron Mountain, Floor 2, Unit 2, Symmetry Way, Symmetry Park, Kettering, England, NN14 1FQ uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **Creating Tomorrow College Applicants**.

We, Creating Tomorrow Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is [The ICT Service](#) (see '[Complaints](#)' / '[Contact us](#)' below).

What information we collect, use, and why:

We collect or use the following information for **learner education and welfare**:

- Names and contact details for learners and potential learners
- Names and contact details for parents, guardians, carers
- Gender
- Date of birth
- Next of kin and emergency contact information
- Financial information (access to FSM or School/College Bursary)
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Welfare information (includes family and home life circumstances and history)
- Exam results and qualifications
- Progress reports

We also collect or use the following special category information for learners' education and welfare. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Health information

Lawful bases and data protection rights:

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who

we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)

- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data:

Our lawful bases for collecting or using personal information for learners' education and welfare are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legal obligation** - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- **Vital interests** - collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.
- **Public task** - we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Where we get personal information from:

- The Creating Tomorrow College Application Form
- Directly from you
- Regulatory authorities
- Parents or carers
- Local authorities or local councils
- Social services
- Other education establishments
- Health care providers
- Current educational setting

How we store this data:

We keep personal information about learners while they are attending our college. We may also keep it beyond their attendance at our college if this is necessary in order to comply with our legal obligations. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

This can be found [here](#).

Data sharing:

We do not share information about learners with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about learners with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to ensure that it can carry out its statutory duties.
- Schools/colleges our learners are moving from – to help us support our learners who are moving from another school/college by easing the transition process.
- The Department for Education – to meet our legal obligations to share certain information with it.
- Educators and examining bodies – to meet our legal obligations and allow the learner to be entered for assessments.
- Ofsted – to meet our legal obligations.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Survey and research organisations – to help us fulfil our public task.
- Health authorities – to meet our legal obligation to keep our learners safe.
- Health and social welfare organisations – to meet our legal obligation and to protect the learners.
- Professional advisers and consultants – to help us fulfil our public task.
- Charities and voluntary organisations – to help us fulfil our public task and to protect the learners.
- Police forces, courts, tribunals – to meet our legal obligations to share information with them.

Transferring data internationally:

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

Parents and Learners' rights regarding personal data:

Learners have a right to make a **'subject access request'** to gain access to personal information that the Trust holds about them.

Parents/Carers will usually be expected to make a request with respect to a learner's data where learner's Special Needs mean the learner is not mature enough to understand their rights over their own data, or alternatively where the learner has provided consent for them to make the request.

If a valid subject access request is made, and if we do hold data about the learner, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your learner
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To request access, please contact: informationmanager@creatingtomorrow.org.uk

Other rights:

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact: informationmanager@creatingtomorrow.org.uk

These rights can be exercised by a Parent/Carer on behalf of a learner on the same basis that they may make a Subject Access Request.

Complaints:

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact: informationmanager@creatingtomorrow.org.uk

You can also contact our Data Protection Officer:

Creating Tomorrow Trust
Privacy Notice for Creating Tomorrow College Applicants

Donna Flynn

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambs
PE27 5JL

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Contact us:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact: informationmanager@creatingtomorrow.org.uk

This notice is based on the [Department for Education's model privacy notice for Learners](#), amended to reflect the way we use college applicant data in this Trust.