

# Data Protection

This document tells you what data Petty Pool Vocational College keeps about students, how it is used and stored.



**We will take lots of digital photographs of you during your time at Petty Pool Vocational College**



*We also use video cameras to record you doing practical activities and role plays that make up part of your course*



**Photos and videos of you might be stored on CDs or DVDs and on Petty Pool computers, as we generate a great deal of evidence this way**



*We will print off photographs to be used as coursework evidence in your student file. Photos of you may also be used in wall displays*



**Your photographs could be used in newspaper articles about the college, in the Petty Pool Prospectus and on our website**



*We are very active Facebook and Twitter users. Class activities, college news and off-site visits are posted daily so your photos and videos will be published here too*

**If you have any questions please contact us to discuss them:**



**Post:** Petty Pool Vocational College, Pool Lane, Sandiway, Cheshire, CW8 2DR  
**Tel:** 01606 889097  
**Fax:** 01606882773  
**Email:** [admin@pettypool.org.uk](mailto:admin@pettypool.org.uk)  
**Web:** [www.pettypool.org.uk](http://www.pettypool.org.uk)



# DISCLOSURE

Passing on your details:

**Petty Pool Vocational College WILL NOT give out information about you without consent**

## SECURITY

*Any personal information we have about you will be kept safe:*

- \* Filing cabinets with student files in will be kept locked
- \* Staff will keep personal information about you confidential
- \* Computers that have personal information stored on them will have passwords

## SENSITIVE INFORMATION

*Your right to privacy:*

Information about your physical and / or mental health, your disability, ethnicity, sexuality, marital status, political and / or religious beliefs will be not be shared with anyone without your consent

## ACCESS

*Your right to information:*

- \* You can see your personal file
- \* If you want to know what information Petty Pool has about you, ask a manager

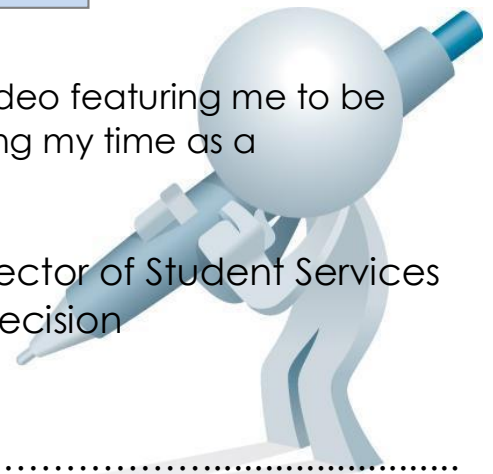
**Please give us your permission to use photographs and videos featuring you for the purposes described, by completing and returning this form.**

**We will keep a copy for your file and return a photocopy for your records.**

(Please tick)

### DATA PROTECTION AGREEMENT

- Yes **I CONSENT** to any photographs, audio and video featuring me to be used for any of the purposes outlined above, during my time as a student at Petty Pool Vocational College.
- No **I DO NOT CONSENT** – I will contact the Director of Student Services with details for this decision



Print Name: .....

**Signed:**

**Date:**

**Thank You. Please return this whole document to Petty Pool Vocational College as soon as possible**