

## **Data Protection and Confidentiality (an extract)**

Solihull College will process any of the information you have provided in accordance with the Data Protection Act 1998. The data will be processed for purposes connected with your studies. For example, if you are under 18, attendance information may be shared with a parent or guardian. In addition, if you are under 18, a report on your progress will be sent to your parent or guardian twice a year. This report will be discussed with you first.

Sometimes students pass information on to their Personal Tutors and / or to Tutor Assistants that is of a personal or sensitive nature - for example, a situation may have developed that is having an influence on your studies. If you tell us information of a sensitive or personal nature this information will be recorded, held in accordance with the Data Protection Act and will not be passed on to other areas of the College without your consent.