



Appropriate Policy Document

How we meet the extra legal safeguards that apply when we process especially sensitive data, such as health, safeguarding or criminal records information.

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This policy at a glance

SLP College sometimes has to process especially sensitive personal data, including health, safeguarding and criminal offence information. The law allows us to do this only where we also hold this document, so this is the document. It sets out which specific legal condition permits each type of sensitive processing, what we do to keep that information safe and accurate, and how long we retain it before deleting it.

This document does not create a right for any individual student or member of staff to act on; it is a public record of how the College meets its own legal obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), produced for the Information Commissioner's Office (ICO) and available to anyone who asks for it.

Who it applies to

This document applies to the special category data and criminal offence data that the College processes as a controller, about students, applicants, employees, tutors, job applicants, guarantors and emergency contacts.

It does not apply to ordinary personal data, which is covered by the Data Protection Policy and the College's privacy notices. It also does not apply to processing where another organisation is the controller.

1. What this document is and why it exists

UK data protection law prohibits the processing of special category data (health, racial or ethnic origin, religious or philosophical beliefs, and similar sensitive categories set out in the law) and criminal offence data unless a specific condition applies. For most of the conditions the College relies on, the law also requires the College to hold this document, called an appropriate policy document, during processing.

This document names each condition the College relies on, states the lawful basis that accompanies it, and explains how the College meets the wider data protection principles and retention rules that apply to holding especially sensitive information. It also names the conditions the College considered and decided not to rely on, so the position is complete rather than partial.

This document creates no process for a student, applicant, employee, tutor or job applicant to follow, and no deadline for them to meet. When someone wants to ask a question, make a request, or raise a concern about how their personal data is used, the Student and Applicant Privacy Notice and the Staff and Contractor Privacy Notice will set out how to do so. Both are still in preparation; until either is published, contact the Head of Operations at gwood@slpcollege.co.uk with any questions about how your personal data is used.

2. The sensitive information we hold, and who it is about

The College processes the following special category data and criminal offence data.

2.1 Health information

About students, where relevant to safeguarding, welfare, fitness to study or reasonable adjustments; about employees, where relevant to sickness absence, statutory sick pay or reasonable adjustments under the Equality Act 2010. This processing runs on the individual's explicit consent, in the same way as the tutor's health information described below.

2.2 Safeguarding information

About students under 18 and adults at risk, including concerns, disclosures, referrals and the College's response to them.

2.3 Criminal offence data

Disclosure and Barring Service (DBS) check outcomes for employees and tutors in roles that require one, and any related information about allegations or proceedings that the College becomes aware of and needs to act on.

2.4 Equality monitoring information

Collected separately from students at application or enrolment, and from employees and job applicants at recruitment, covering four specified categories: ethnic origin, religious belief, disability, and sexual orientation.

The College also holds a small amount of special category data supplied voluntarily, such as where a student or member of staff discloses a health condition in an emergency contact form, or a guarantor's own circumstances are mentioned in correspondence. This document's conditions apply to that information in the same way, based on the individual's explicit consent.

3. The conditions we rely on

The law requires that wherever the College relies on one of the exceptions below, the processing must also be based on an Article 6 lawful basis. This document states the basis alongside each condition.

3.1 Employment

(Data Protection Act 2018, Schedule 1, Part 1, paragraph 1)

The College relies on this condition for special category data about employees, where the processing is necessary to perform an obligation or exercise a right that the law places on the College or the employee in connection with employment, such as statutory sick pay, pension auto-enrolment or statutory leave. Lawful basis: Article 6(1)(c), legal obligation.

This condition affects employees only. It does not extend to tutors engaged under the Tutor Agreement because no obligation of this kind is imposed by law on a genuinely self-employed person. Where the College needs to process health information about a tutor, for example, where it is relevant to safe delivery of teaching, or about a student for welfare, fitness to study or reasonable adjustments, it relies instead on the individual's explicit consent (Article 9(2)(a)), which needs no appropriate policy document.

3.2 Equality of opportunity

(Schedule 1, Part 2, paragraph 8)

The College relies on this condition for equality monitoring information about students, applicants, employees and job applicants, where the processing is necessary to identify or keep under review whether equality of opportunity is being promoted or maintained. This condition covers only four specified categories: ethnic origin, religious belief, disability, and sexual orientation. Lawful basis: Article 6(1)(e), a task in the public interest, reflecting the College's duties under the Equality Act 2010.

The College never uses this information to make a decision about a particular individual and stops processing it for that individual if they give written notice to the Head of Operations at gwood@slpcollege.co.uk.

3.3 Prevention, investigation or detection of an unlawful act

(Schedule 1, Part 2, paragraph 10)

The College relies on this condition where it needs to process special category data or criminal offence data to prevent, investigate or detect an unlawful act, such as an allegation of misconduct that may involve criminal behaviour. Lawful basis: Article 6(1)(f), legitimate interests.

This condition requires no appropriate policy document, and the College does not treat it as requiring one, where processing is limited to disclosing information to a competent authority, such as the police, or to preparing to do so.

3.4 Safeguarding

(Schedule 1, Part 2, paragraph 18)

The College relies on this condition for safeguarding information about students under 18 and adults at risk, where consent to the processing cannot be given, cannot reasonably be obtained, or asking for it would prejudice the protection of the individual. Lawful basis: Article 6(1)(d), vital interests, or Article 6(1)(e), a task in the public interest, depending on the circumstances of the individual case.

3.5 Support for safeguarding and criminal offence data

(Schedule 1, Part 3, paragraph 36)

Where the College processes criminal offence data in the course of the processing described above, in particular DBS outcomes and information connected with an allegation, it relies on this condition, which extends the paragraph 10 and paragraph 18 conditions to criminal offence data without needing to demonstrate substantial public interest separately. Lawful basis: as stated for paragraph 10 or paragraph 18 above, according to which applies.

4. Conditions the College does not rely on

The College has considered the following conditions and does not rely on any of them, because the process each one presupposes does not exist at the College:

4.1 Statutory and government purposes

(Schedule 1, Part 2, paragraph 6)

This condition requires a function conferred by an enactment or rule of law. The College is not registered with the Office for Students and exercises no such statutory function; its relationships with the University of Chichester, Trinity College London and the Department for Education are contractual and funding arrangements, not statutory functions.

4.2 Preventing fraud and regulatory requirements relating to unlawful acts

(Schedule 1, Part 2, paragraphs 11 and 12)

Paragraph 11 requires a fitness-to-practise or professional-suitability process, and paragraph 12 requires a regulatory requirement relating to unlawful acts or dishonesty. The College operates neither.

4.3 Preventing fraud

(Schedule 1, Part 2, paragraph 14)

This requires disclosure under arrangements made by an anti-fraud organisation. The College belongs to none.

4.4 Confidential counselling and support

(Schedule 1, Part 2, paragraph 17)

This is for a service whose confidentiality is the point, so asking for consent would prejudice it. The College's safeguarding response, which acts and refers without seeking permission, is covered instead by paragraph 18 above. If the College introduces a confidential student support service of this kind in the future, it will add this condition before the service begins operating.

4.5 Insurance and occupational pension schemes

(Schedule 1, Part 2, paragraphs 20 and 21)

The College operates neither an insurance scheme requiring special category data about third parties nor an occupational pension scheme of its own; a separate third-party scheme provides its staff with pensions.

4.6 Support for individuals with a particular disability or medical condition

(Schedule 1, Part 2, paragraph 16)

This condition is available only to a not-for-profit body. SLP Performance College Ltd is an active private company limited by shares, with no charitable or community interest company status.

Where the College relies on explicit consent (Article 9(2)(a)), vital interests (Article 9(2)(c)) or the establishment, exercise or defence of legal claims (Article 9(2)(f)), no appropriate policy document is required, and this document does not need to say more about those cases.

5. How we meet the data protection principles

The College keeps special category and criminal offence data accurate and up to date, and corrects or removes it without undue delay once told it is inaccurate.

The College limits access to this information to those who need it to do their jobs. DBS certificate information is visible only to the person who needs it to make or record a recruitment decision.

The College does not use equality monitoring information to decide on a particular individual. It honours an individual's request to stop processing their equality monitoring information, made in writing to the Head of Operations at gwood@slpcollege.co.uk, by removing the relevant fields from their record.

The College keeps this information secure using the same technical and organisational measures that apply to its systems generally, and does not transfer it outside the United Kingdom without the safeguards required by data protection law.

6. How long we keep this information, and when we delete it

This section covers only the special category and criminal offence data described in section 2. It is not the College's general retention schedule for personal data; that will be set out in the Records Retention and Disposal Policy.

6.1 Safeguarding records

The College keeps safeguarding records until the student's 25th birthday, or 6 years from the date the case is closed, whichever is later. The College has chosen this period because a person who was a child when an incident affecting them occurred has, under the Limitation Act 1980, until their 21st birthday to bring a personal injury claim, and a court may allow a claim to be brought later still; the College keeps records long enough to respond to a claim brought within that time. This is a decision the College has made about its own records, not a period required by any safeguarding guidance. In choosing it, the College has also had regard to Keeping Children Safe in Education, government guidance for the safeguarding of under-18s.

6.2 DBS certificate information

The College does not keep a copy or image of any DBS certificate. It may keep the date of issue, the certificate holder's name, the type and number of the certificate, the recruitment decision made and the

position applied for. This limited information is destroyed no more than 6 months after the College has made its recruitment decision.

6.3 Employee health information

The College keeps this for as long as the employee's contract of employment continues, and for 6 years afterwards, reflecting the period within which a contract claim can be brought.

6.4 Equality monitoring information

The College keeps this for as long as the individual is a student or member of staff, and deletes it when their record is deleted under the College's general retention practice, or sooner if the individual asks the College to stop processing it, in writing to the Head of Operations at gwood@slpcollege.co.uk.

6.5 Records connected with a Dance and Drama Award

The College keeps records connected with the Dance and Drama Award scheme for 6 years, in line with the Department for Education's Dance and Drama Awards guide.

6.6 Payroll and tax records containing special category data

Pay-as-you-earn records are kept for 3 years after the end of the relevant tax year, and company tax records connected with payroll are kept for 6 years from the end of the accounting period. Automatic enrolment records are kept for 6 years, and opt-out notices for 4 years. Right-to-work evidence is retained for 2 years after employment ends.

Where the College holds special category or criminal offence data that this section does not separately mention, it keeps that information for no longer than is required by the purpose for which it was collected, applying the same principles reflected in the periods above.

The College reviews the periods in this section annually, alongside the review described in section 6.

7. Keeping, reviewing and producing this document

The College reviews this document annually, and sooner if the law changes, the College's processing changes, or the annual review of the periods in section 5 indicates that a stated period needs to change.

Data protection law also requires the College to keep a record of its processing that, for each use of special category or criminal offence data, names the condition relied on, how Article 6 is satisfied, and whether the data is retained in line with the periods in section 5.

The College will retain this document and make it available to the Information Commissioner's Office on request, from when the processing it covers begins until 6 months after that processing ends.

8. Who to contact

Contact the Head of Operations, the College's data protection contact, at gwood@slpcollege.co.uk with any questions about this document, or to ask the College to stop processing your equality monitoring information.

9. Roles and responsibilities

Head of Operations: Owns this document, acts as the data protection contact named in section 7, and is responsible for producing the record of processing described in section 6.

Designated Safeguarding Lead: Confirms that section 2 and section 5 correctly describe how the College actually handles safeguarding information, and is consulted before either is changed.

10. Related documents

- **Data Protection Policy (incorporating Data Breach Response Procedure)** sets out the College's wider approach to data protection, of which this document forms part.
- **Student and Applicant Privacy Notice** will tell students and applicants how their personal data is used. It will name the same conditions as section 3 for any special category or criminal offence data covered there.
- **Staff and Contractor Privacy Notice** will tell employees, tutors and job applicants how their personal data is used, and will name the same conditions as section 3 for any special category or criminal offence data covered there.
- **Records Retention and Disposal Policy** sets out the College's general retention schedule for personal data.
- **Safeguarding Policy (Children and Adults at Risk)** sets out how the College identifies and responds to safeguarding concerns.
- **Safer Recruitment, Pre-Employment Checks and DBS Policy** sets out how the College carries out DBS checks.
- **Equality, Diversity and Inclusion Policy** sets out the College's equality duties, which section 3's equality of opportunity condition supports.
- **Student Code of Conduct and Disciplinary Procedure** covers referral to the police in connection with student conduct; that referral sits outside this document.
- **Tutor Agreement (Freelance)** sets out a tutor's role in processing student data on the College's behalf, which is separate from the tutor's own data described in this document.

Change log

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1.0	16 September 2026	First issue	Principal
