



## **Heart of Worcestershire College Privacy Notice**

### **Those receiving careers guidance (excluding students or applicants)**

Date May 2018

#### **Who is the Data controller?**

Heart of Worcestershire College

Address: Osprey House, Albert Street Redditch B97 4DE.

Web: [www.howcollege.ac.uk](http://www.howcollege.ac.uk)

Email: [dataprotection@howcollege.ac.uk](mailto:dataprotection@howcollege.ac.uk)

#### **What personal information does the organisation collect and what lawful reasons do we have to collect and process it?**

Type of data	What lawful reason do we have to collect and process it?
Name, personal details	We need these details in order to carry out our contract or task as you have requested. Information such as gender and ethnicity may be collected in order to meet legal obligations regarding equality
Educational and employment history, learning difficulties or disabilities	We need these details in order carry out our public task, to give you the best possible advice to assist you to apply for the right jobs or courses.

#### **Why do we collect personal information?**

It is the basic minimum required in order to carry out our contract, and to carry out our public task in providing careers advice.

#### **Special Category Data and Convictions**

We collect this for reasons of public interest, as we are unable to provide you with the best possible careers advice without knowing sensitive information such as learning difficulties or disabilities. In the case of ethnicity, it is collected to meet equality obligations

#### **Where do we obtain your personal data?**

This will be supplied by yourself.

#### **How and where do we store data?**

Data will be stored securely on paper, or stored securely by electronic methods.

#### **Who has access to data?**

Your information may be shared internally, with any HoW staff who need the data to carry out their tasks.

#### **Do we process data outside the EEA?**

HoW College will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection policy is available to view on our website, or can be obtained in a paper version by contacting our reception.

### **For how long does the organisation keep data?**

All data collected will be deleted within a year if the client does not apply or enrol to the college. The client may request to have data deleted or anonymised earlier.

### **What rights do you have?**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the data protection officer at [dataprotection@howcollege.ac.uk](mailto:dataprotection@howcollege.ac.uk) or contact the college reception

### **Who can I complain to?**

If you believe that HoW College has not complied with your data protection rights, please contact the Data Protection Officer in the first instance. If you are unhappy with the response, you have the right to contact the Information Commissioner by going to their website ([ico.org.uk](http://ico.org.uk)) or by ringing 0303 123 1113

### **What if I do not provide personal data?**

Failure to provide data required to meet lawful obligations (except where consent is required) will result in us not being able to accept your child in the nursery.

### **Does HoW College use automated decision-making?**

No decisions are not based solely on automated decision-making.

### **Glossary of Acronyms**

GDPR – General Data Processing Regulations

### **Data Sharing Agreements**

The college will share data with government agencies such as social services, as required by law. We will provide links to their privacy notices on request.