



Heart of Worcestershire College Privacy Notice

Visitors, Conference Delegates, Suppliers, Employees at Partners, Institutions, Agencies. (Minimal contact with students)

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
 Email: 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?
For onsite visitors - Name, organisation you represent if applicable, person you are meeting or event you are joining, car registration number if applicable	Legal obligation to safeguard students, and in order to carry out our public task
Conference delegates – contact details, role, special dietary requirements or access requirements	In order to carry out the contract, or the public task.
Suppliers – In the case of small business suppliers, we may hold home contact details. In other cases, names, roles and business contact details	In order to carry out the contract, and for legal reasons (e.g. audit).
Partners, agencies or institutions – names, roles and contact details	In order to carry out our tasks in the public interest.

Why do we collect personal information?

We collect the minimum required in order to carry out our contract. However, we may collect other information if it is necessary in order to safeguard out students.

Special Category Data and Convictions

We do not expect to collect special category data, unless it is simply to facilitate access or for dietary reasons. Any such data will be deleted once used. Where visitors have unsupervised contact with students, more stringent checks apply. Please see the appropriate privacy notice.

Where do we obtain your personal data?

This will be supplied by the person themselves, or possibly by one of their colleagues

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. In exceptional circumstances, it may be necessary to share with other agencies if necessary for safeguarding reasons.

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 and processed will be deleted within a fixed period of time after the child has left the nursery. Details are available in our data retention policy on the website. However, some data will be kept for longer for legal reasons (e.g. safeguarding data or accident records). Any data provided by consent may be deleted on request. Details are available on the website, or from the nursery manager.

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 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) 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.