



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

### **Parents, Guardians and Carers of Students (or of Prospective 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](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?**

<b>Type of data</b>	<b>What lawful reason do we have to collect and process it?</b>
Emergency contact details	We require students under 19 on 31 <sup>st</sup> August of the academic year of enrolment, to provide emergency contact details. This is lawful both for the student's vital interest, and in the public interest
Contact details	We ask the students who are under 19 to consent to share details of progress of applications, and, if enrolled, of progress, attendance, and other information which impacts on student development. If the student consents to sharing this information, we require the contact details of the parent or carer.
Safeguarding information	Exceptionally, we may need to process other information about parents or carers. This would only be for safeguarding reasons, and would be done lawfully for vital reasons or under our legal obligations

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

To protect the student, and to work in partnership with the student, and parents or carers, to achieve the best outcomes for the student.

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

We would only process sensitive information about parents or carers in exceptional situations for safeguarding reasons if it is in the vital interests of the student, or in the public interest.

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

The contact information would be provided by the student.

Information processed for safeguarding reasons may be obtained from previous schools or agencies such as social services or the police.

#### **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 provide services to a student. This will include special categories of data where appropriate.

Where HoW College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and they are obliged to implement appropriate technical and organisational measures to ensure the security of data in keeping with GDPR. Such third parties would include software providers.

We will share data with government agencies such as social services or police if required to safeguard the student.

### **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](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.