



**Heart of Worcestershire College Privacy Notice**

**Agency staff, Contractors, Students from elsewhere doing Work Experience at the college,  
Volunteers and Regular Visitors**

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?
If safeguarding checks are carried out by the agency or partner who employs the staff, the college will need sufficient information from the agency or partner to confirm that it is safe for the staff to work in the college campus. This is likely to include: <ul style="list-style-type: none"><li>• References</li><li>• CV/application form</li><li>• Detailing of qualifications pertinent to the role</li><li>• Copy of passport/Drivers licence, or other valid ID</li></ul>	The college is legally required to carry out checks for safeguarding reasons.
For other staff or volunteers not on the college payroll, the college will need to collect any data required for meeting safeguarding requirements and carrying out DBS checks, including : <ul style="list-style-type: none"><li>• References</li><li>• CV/application form</li><li>• Copy of passport/Drivers licence or other valid ID</li></ul>	The college is legally required to carry out checks for safeguarding reasons. The college will also need information such as contact details for administrative purposes in order to carry out our public task
Work experience students, who are not HoW students, will need to provide: <ul style="list-style-type: none"><li>• Their original DBS certificate if they have one</li><li>• Copy of passport/Drivers licence or other valid ID</li></ul>	The college is legally required to carry out checks for safeguarding reasons. The college will also need information such as contact details for administrative purposes in order to carry out our public task
Images	To keep on the system for ID cards for security and safeguarding reasons and to improve the service we provide to students as our public task. The use of images for any other reason, e.g. publishing on the website, would be subject to consent

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

We collect basic details in order to carry out agreed tasks. We collect more extensive information in order to carry out our legal obligations to safeguard students. Where agencies have carried out their own checks, we still need sufficient information to confirm that our legal obligations are met.

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

Where these are collected, it is to meet our legal obligations regarding safeguarding students, or to meet other legal obligations such as equality or employment laws

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

This will be supplied by the person themselves, or other people or organisations such as the agency employing them, government agencies, or sponsors and referees

### **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. It might be shared with other agencies to meet safeguarding obligations. Information would also be shared with agencies employing staff, and, in the case of work experience, their sponsors, e.g. their school or college.

### **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.