

## **Derwen College Data Protection Statement and Privacy Notice** **(Prospective Student)**

This statement explains how Derwen College handles and uses the personal data we collect on you. We take privacy very seriously and are registered with the Information Commissioner's Office (ICO).

We are committed to protecting your personal information. The College understands its obligations to help you understand how and why we process your personal data. This notice tells you about these uses.

### **Why and how we hold your Personal Data**

We collect and use your information for the following purposes:

- a) To support your learning
- b) To monitor and report your progress
- c) To provide you with appropriate care
- d) To assess the quality of our service
- e) To keep you safe
- f) To meet the statutory duties placed upon us

We will use your personal data:

- To complete a contract the College may enter into with you - for example, as part of the admissions process.
- To comply with the College's legal obligations - for example, complying with safeguarding laws.
- Where necessary for our legitimate interests - for example, monitoring the effectiveness and performance of the College's teaching, promoting equality and diversity.
- To protect your vital interests or those of another person - for example where we know or have reason to believe that you or another person may suffer harm.

### **Personal data held by Derwen College**

The information we hold about you is information provided during the admissions process.

The data we hold on you will include:

- Personal details and contacts (such as name, unique reference number, contact details, date of birth and address)
- Characteristics (such as ethnicity)
- Safeguarding information
- Special educational needs
- Medical information
- Attendance
- Assessment and progress

- Behavioural information
- Details of your previous education and qualifications
- Accidents and incidents
- Equal opportunities monitoring data

The sensitive personal data which we hold can relate to racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic/biometric data, data concerning health or your sex life or orientation.

### **Sharing your data with others**

Within Derwen College, personal data, including sensitive personal data, may be shared between members of staff who legitimately need the information to carry out their normal duties.

Derwen College may pass on your personal data to third parties and the relevant data may be shared with:

- Your local authority
- Your social worker
- Your Parent or Guardian
- Hospitals or Medical Practitioners
- Pharmacy
- CQC
- Ofsted
- Shropshire Safeguarding
- Government bodies e.g. ESFA
- Awarding bodies e.g. City & Guilds, Agored Cymru, Peersons and RSPH

Derwen College will not share data with any party not mentioned above unless required by law or with your consent.

### **Transfer of personal data to other countries**

Your personal information will not be transferred to countries outside of the European Union.

### **How long data is kept**

We will keep your personal data only as long as is necessary and in accordance with our Data Protection Policy and Retention Policy. Data will be securely destroyed when no longer required.

### **Your rights**

You have the right to request access to your personal data, you can also ask for data to be amended.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw consent at any time.

You also have the right to make a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

**Further information**

The controller for your personal data and our Data Protection Officer is the Director of Services & Facilities at Derwen College

Please contact your personal tutor if you have any concerns about your personal data.

We will notify you of any changes made to this data protection statement and privacy notice