

Safeguarding and Reasonable Adjustment Privacy Notice

Who is the Data controller?

Walsall College is the Data Controller. Our address is Wisemore Campus, Littleton Street West, Walsall WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this policy or the ways in which we use your personal data, please contact the Data Protection Officer at dataprotection@walsallcollege.ac.uk or 01922 657014.

What personal information does Walsall College collect?

We will collect the following personal data about you:

- Contact details
- Date of birth.
- Gender.
- Family members name.

Special Category data

- Ethnicity.
- Sexual Orientation.
- Health data.

Criminal Offence data

- Pending/ conviction details.
- Social worker/ youth offending details.

Why do we collect personal information?

Walsall College collects and processes personal data relating to its students to effectively manage your education safeguard and promote the wellbeing of students.

Lawful basis

We can use your personal data to carry out the functions above because we have a legal obligation to safeguard children and individuals at risk of harm.

Where the College processes special categories of personal data, such as information about your ethnicity, health or mental health, this is for the purposes of equality of opportunity or treatment and improving our services to specific groups. We will also rely on the lawful basis of providing Support for individuals with a particular disability or medical condition to use your data to personalise the provision and provide you with the best possible opportunities to succeed.

We also collect criminal offence data in order to comply with our legal obligations to implement appropriate safeguards for the rights and freedoms of data subjects, for the prevention and detection of unlawful acts and, where we have your consent to collect it.

Who has access to the data?

We will often need to share your personal data internally with other Walsall College staff who need the data to provide service to you as a student. This may include special categories of data and criminal conviction data. In these cases, only the minimum amount of data is shared and only as much as is necessary for the purposes stated above.

Where Walsall College engages a third party we require the third party to process your personal data only on written instructions from the College, and they are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

Walsall College will also share your personal information where there is a legal obligation or where you have asked for support from: local authorities, NHS, police, support charities and drug and alcohol agencies.

Do we process data outside the European Union?

Walsall College does not routinely transfer information outside of the EU unless it is deemed necessary for our stated purposes. Need to specify if this is the case and if so what safeguards are in place

How does the organisation protect your data?

Walsall College takes the security of your personal data seriously and has internal policies and controls in place to ensure that your personal data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed and is not accessed except by authorised employees in the performance of their duties.

How long does the organisation keep data?

All data collected and processed will be held for as long as necessary to fulfil our legal obligations and other lawful basis set out above. Details of how long specific records are retained is set out in the College's Retention Schedule.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your personal data is being processed and that is why we have included this in this Privacy Notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances);
- obtain and reuse your data for your own purposes across different services (limited circumstances);
- Object to the processing of personal Information (specific circumstances); and
- Object to automated decisions including profiling

To exercise these rights, please visit our information on Individual Rights at www.walsallcollege.ac.uk.

Consent

- Where our use of personal information is based on your consent and we have no further legal basis to use your personal information, you can ask us to stop using your personal data. To withdraw your consent. Please contact : cegan@walsallcollege.co.uk

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the data protection officer at dataprotection@walsallcollege.ac.uk or 01922

657014. You also have the right to complain to the Information Commissioner at <https://ico.org.uk>

Changes to the Privacy Notice

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We will not significantly change how we use information you have already given to us without your prior agreement. The latest version of this Notice can be found at on the College's website. This Privacy Notice was last updated on 11 June 2018.