

How we use your personal information

This policy sets out the basis on which any personal data we collect from you, or that you provide, will be processed by us. Tyne Coast College are the data controller responsible for the processing of your personal data, and will use the information you have given us in a number of ways. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

What information do we need?

Information we will collect about you includes:

- ✓ Your contact details and personal characteristics (i.e. ethnic origin)
- ✓ Your employment status and that of your household
- ✓ Qualifications, examination and assessment results
- ✓ Support needs and other pastoral information

Where we need to collect personal data and you fail to provide that data when requested, we may not be able to offer you the full extent of services available to you as a student.

Why we need your personal data?

We will collect and process your personal data in order to:

- ✓ Provide you with advice, guidance and pastoral support
- ✓ Analyse our performance
- ✓ Meet our legal obligations

What are our lawful bases for processing your personal data?

- ✓ To meet our legal obligations under UK law (*for example, providing information to the Department for Education*)
- ✓ Where we have a legitimate interest to do so (*for example, processing applications to attend College*)
- ✓ Where you have provided us with consent to process data regarding your race, ethnic origin, or health
- ✓ Where you have provided us with consent to process your data for other purposes (*for example, marketing communications*)

Where do we store your data?

- ✓ The information we collect about you is used by our staff in the UK.
- ✓ Most of our data is stored in the UK; we keep some electronic data on servers located within the European Union.

How long do we keep your data?

- ✓ We are required to keep some information for a set amount of time, mainly for legal reasons.
- ✓ If you would like to read our retention policy e-mail data.protection@tynecoast.ac.uk.

Who will we share your information with?

- ✓ We may share information about you with certain other organisations, or get information about you from them, including:
 - Local authorities
 - Department for Education
 - Department of Work and Pensions
 - HM Revenue & Customs (HMRC)
 - Awarding bodies
 - Schools you have attended
 - Higher Education Institutions (i.e. Universities)
 - Social Services
 - Ofsted
 - Police
 - UCAS
 - Sub-contractors employed by the College to deliver services on our behalf

- ✓ We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

What are your rights?

- ✓ You can request a copy of the data we hold about you at any time, commonly known as “data subject access request”.
- ✓ If you do not think the information we have about you is correct you can request to have this data corrected.
- ✓ You can ask us to delete or remove personal data that we hold about you where it is no longer necessary for the purposes which it was originally collected for, or you have successfully objected to our processing of that data.
- ✓ You can object to our processing of your data where our lawful basis to process is that we have a legitimate interest to process your data,
- ✓ You can object to our processing of your data for marketing purposes.
- ✓ You can ask us to suspend the processing of your data for one of the following reasons: you wish to check the data is accurate; you think we are processing the data unlawfully but do not want it erased; you need us to hold the data whilst you establish, exercise or defend a legal claim; you have objected to our use of your data and we are evaluating that objection.
- ✓ You can request that we transfer your personal data to you, or a third party. We will provide your data in a structured, commonly used, electronic format.
- ✓ Where we are processing data because you have given us consent to do so you can withdraw that consent at any time.
- ✓ If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer (data.protection@tynecoast.ac.uk) who will investigate the matter.
- ✓ If you are not satisfied with our response, or think we are not using your information in accordance with the law you can complain to the Information Commissioner’s Office (ICO).

Contacting you

- ✓ We will contact you about events and activities in relation to your application