

Privacy Notice – Work Experience Providers

John Leggott College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Why do we collect and use work experience providers information?

We collect and use work experience providers information under Article 6 (1) of the General Data Protection Regulation 2018:

i. Processing is necessary for compliance with a legal obligation to which the controller is subject

We use work experience providers data:

- to provide the learner accessing the work experience with support, care and guidance

We will use the information provided in a manner that conforms to the Data Protection Act 1998, the UK General Data Protection Regulation 2018 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

Categories of work experience providers information that we collect, hold and share include:

- Personal information (such as telephone number and email address)

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Collecting work experience provider information

The majority of information you provide to us is on a voluntary basis to provide a contact point.

Storing data (how long is data held for)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data.

- Personal information 1 year

How we transfer your personal information outside of the EEA

The college sometimes use third party processors (e.g. Google) which may include international transfers to the EU/USA.

Why we share work experience provider information

We do not share information about our work experience provider with anyone without consent, unless the law and our policies allow us to do so.

With whom do we share work experience provider information?

We routinely share host family information with:

- The learner placed with the provider

We occasionally share work experience provider information with:

- Police / Emergency Services
- Department for Education
- Auditors
- HSE/Other Regulatory Bodies

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

Requesting access to your personal data

Under data protection legislation work experience providers have the right to request access to information about them that we hold. To make a request for this, please email info@leggott.ac.uk who will process the request in partnership with John Leggott College's Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

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- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

- | | |
|---------------------------|--|
| ○ Data Protection Officer | Becky Robinson |
| ○ Email address | beckyrobinson@leggott.ac.uk |
| ○ Telephone number | 01724 407061 |

Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from college work experience providers, as well as to take into account changes in the law.