

Privacy Notice – Host Family

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.

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

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Recruitment Data (e.g. interview notes, candidate selection)
- Criminal Convictions (part of the DBS checks)
- Legal requirements (e.g. Single Central Register, Register of Interests)

Why do we collect and use host family information?

We collect and use host family information under Article 6 (1) of the General Data Protection Regulation 2016:

- To fulfil the contract the host family enters with the college*
- Processing is necessary for compliance with a legal obligation to which the controller is subject*
- Processing is necessary in order to protect the vital interests of the data subject and student*
- Processing is necessary in order for us to carry out a public task*

We use host family data:

- to provide appropriate support, care and guidance to host family and student
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure we meet all statutory social care requirements

We will use the information provided in a manner that conforms to the Data Protection Act 2018, the UK General Data Protection Regulation 2016 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.

Privacy Notice – Host Family

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

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. Data retention times are outlined in our separate Data Retention Policy.

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 information

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

We are required to share information about our host families with the Data Barring Service (DBS)

DBS Personal Information Charter: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about/personal-information-charter>

With whom do we share information?

We routinely share information with:

- Disclosure Barring Service (DBS)

We occasionally share information with:

- Police / Emergency Services
- Department for Education
- College External Auditors
- Ofsted
- 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.

Privacy Notice – Host Family

Data collection requirements

Occasionally information will be shared with the department for education.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation host families have the right to request access to information about them that we hold. To make a request for this, please email beckyrobinson@leggott.ac.uk who will process the request in capacity as 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
- 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:

- | | |
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| ○ 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 host families as well as to take into account changes in the law.