

PRIVACY NOTICES

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<i>This policy reflects legislation at the time it was last reviewed. If there is a conflict between legislation and the policy, legislation will take precedence over anything printed in the policy.</i>	
Changes made from previous version:	<p>Applicant Privacy Notice – clarity on use of ULNs (Unique Learner Numbers)</p> <p>Student Privacy Notice – added Century, East Yorkshire Buses and Uniware as organisations who we share information with.</p> <p>Parent Privacy Notice – no changes</p> <p>Staff Privacy Notice – removed reference to biometric data for the catering system. Added reference to the use of College IT systems. Added note confirming that Safeguarding overrides GDPR in certain circumstances.</p> <p>Visitor and Supplier/Contractor Privacy Notice – new</p>
Version:	June25

Privacy Notice - How we use Student Applicants Information

Wyke Sixth Form College is committed to protecting your privacy and personal data. This Privacy Notice informs you of what data we collect, why we collect it and what we do with it, so you can be confident that your personal data is in safe hands. It will also let you know the rights you have, and the choices that you can make to ensure control over your personal data. The College is the data controller and/or processor for personal data relating to you.

The categories of information that we collect, hold and share on you as an applicant to our College include:

- Personal information (such as name, student address, telephone numbers, previous school, parental contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Special Educational Needs and medical information if this has been disclosed to us
- Information obtained for Safeguarding purposes
- Assessment information such as support requirements and qualification grades/predicted qualification grades

If you are enrolling for post 16 qualifications, the Learning Records Service will provide us with your unique learner number (ULN) and may provide with us with details about your learning or qualifications.

Why we collect and use this information

We use the applicant data:

- to assess an applicant's suitability for a programme of study at Wyke Sixth Form College
- to assess if we are able to provide appropriate support, care and guidance
- to ensure we meet all statutory requirements of SEND, safeguarding, and equality and diversity
- to ensure that we meet our statutory funding requirements

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.

The lawful basis on which we use this information

Generally, the information that we collect is part of our public interest task of providing education to you. This allows us to collect the information we need on behalf of the government to draw down funding on your behalf.

We collect and use applicant information under Article 6 (1). of the General Data Protection Regulation 2018 (GDPR) where:

- processing is necessary for compliance with a legal obligation to which the controller is subject.
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We also collect and use student information which is defined as a special category of personal data under Article 9 (2). of the GDPR 2018, such as biometric and ethnicity data.

To follow best practice, we also define other sensitive data as a special category, for example SEN data, financial support (bursary) information and whether a young person is looked after.

- Processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law.

Your rights as a data subject

While we are in the possession of, or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete. In some cases, this can be done through the applicant portal.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.
- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

CCTV

CCTV recordings are used and retained for a limited period to ensure the safety of students, staff and visitors to the college. Signage is used to make sure that individuals are aware that CCTV is being recorded. Access to view these recordings is limited to the appropriate staff. CCTV images may be passed on to the police for the purposes of crime detection or prevention and Wyke College will also disclose CCTV footage when requested by insurance companies. CCTV may be used to assure the integrity of our examination arrangements, with footage shared with Awarding Organisations for audit and fraud prevention purposes.

Storing applicant data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

If you do not go on to fully enrol at Wyke Sixth Form College, your personal data will be held for one full academic year following the date of application and will be referred back to if there is a subsequent application to the College in that time.

Once you are enrolled, we hold your data for six years following withdrawal from the College in hard copy and electronic format, at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested. Once enrolled, the Student Privacy Notice will apply.

Who we share applicant information with

We routinely share your application information with:

- local authorities
- other educational providers that you attend
- Parent / Guardian contacts who have been provided as part of the application
- Data Processors who enable the College to provide services, such as Janet Text.
- Learning Records Service – ULN is shared in order that we can access achievement information which avoids having to provide evidence for enrolment or progression.

Sharing student information

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

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.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example; via the Individualised Learner Record (ILR) go to <https://www.gov.uk/education/further-education-financial-management-and-data-collection>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

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

Privacy Notice - How we use Student Information

Wyke Sixth Form College is committed to protecting your privacy and personal data. This Privacy Notice informs you of what data we collect, why we collect it and what we do with it, so you can be confident that your personal data is in safe hands. It will also let you know the rights you have, and the choices that you can make to ensure control over your personal data. The College is the data controller and/or processor for personal data relating to you.

The categories of information that we collect, hold and share on you as a student at our college include:

- Personal information (such as name, student address, telephone numbers, previous school, parental contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth, free college meal eligibility)
- Special Educational Needs and medical information if this has been disclosed to us
- Safeguarding information
- Assessment information such as support requirements, qualifications on entry and actual and predicted grades during time at college
- Post-18 destination information
- Pre-16 school behavioural and performance information
- Behavioural information and comments from teachers and tutors on progress
- Attendance information (eg. sessions attended, number of absences, absence reasons)
- Photograph of student applicants for ID badge
- Vehicle registration details

When you are enrolling for post 16 qualifications, the Learning Records Service will provide us with your unique learner number (ULN) and may provide with us with details about your learning or qualifications.

Why we collect and use this information

We use your information to manage your education, provide support and to track your progress in order that we can help you achieve the best you can. Specifically, we use your information to:

- assess your suitability for a programme of study at Wyke Sixth Form College
- assess if we are able to provide you with appropriate support, care and guidance
- ensure we meet all statutory requirements of SEND, safeguarding and equality/diversity
- provide appropriate pastoral care
- assess the quality of our services and outcomes
- comply with the law regarding data sharing
- ensure that we meet our statutory funding requirements

We do not undertake any automated decision making. Artificial Intelligence will only be used in a controlled and monitored manner, using Microsoft Copilot.

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

The lawful basis on which we use this information

Generally, the information that we collect is part of our public interest task of providing education to you. This allows us to collect the information we need on behalf of the government to draw down funding on your behalf.

We collect and use student information under Article 6 (1). of the General Data Protection Regulation 2018 (GDPR) where:

- processing is necessary for the performance of the contract the student signs with the college on enrolment.
- processing is necessary for compliance with a legal obligation to which the controller is subject.
- processing is necessary to protect the vital interests of the data subject.
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes (this relates to data used only for direct marketing, and the use of photographic images for marketing purposes only)

We also collect and use student information which is defined as a special category of personal data under Article 9 (2). of the GDPR 2018, such as biometric and ethnicity data.

To follow best practice, we also define other sensitive data as a special category, for example SEN data, financial support (bursary) information and whether a young person is looked after.

- Processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law.

Your rights as a data subject

While we are in the possession of, or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete. In some cases, this can be done through the student portal.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.

- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

CCTV

CCTV recordings are used and retained for a limited period to ensure the safety of students, staff and visitors to the college. Signage is used to make sure that individuals are aware that CCTV is being recorded. Access to view these recordings is limited to the appropriate staff. CCTV images may be passed on to the police for the purposes of crime detection or prevention and Wyke College will also disclose CCTV footage when requested by insurance companies. CCTV may be used to assure the integrity of our examination arrangements, with footage shared with Awarding Organisations for audit and fraud prevention purposes.

Storing student data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

Once you are enrolled, we hold your data for six years following withdrawal from the College in hard copy and electronic format, at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested.

If we receive funding from the European Social Fund (ESF) programme on your behalf, we are required to keep your data until 31 December 2030 under current rules.

Who we share student information with

We routinely share your information with:

- the Department for Education (DfE) and Education and Skills Funding Agency (ESFA)
- local authorities
- educational providers that students attend before starting at the college and those after leaving us
- Parent / Guardian contacts who have been provided as part of the enrolment
- Exam boards and the Joint Council of Qualifications (JCQ)
- Learning Records Service – ULN is shared in order that we can access achievement information which avoids having to provide evidence for enrolment or progression.
- Careers Service (destination data)
- UCAS (university applications)

- Data Processors who enable the College to provide services, such as Janet Text, Parent Pay, ALPS, QDP, CPOMs, Sixth Sense Analytics, UniFrog, Century, East Yorkshire Buses, Uniware.
- On-line training providers (eg SmartLog, FlyP)
- Data analysis providers (eg Orbital)
- Health Assured/Endsleigh Student Assist Programme (in exceptional circumstances)

We occasionally share student information with:

- Civica (student record system)
- HE partners including HOPS
- Auditors
- Insurers
- MIS consultants

Wyke College keeps a full register of all data processors.

Sharing student information

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

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 on your information to third parties for marketing purposes.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example; via the Individualised Learner Record (ILR) go to <https://www.gov.uk/education/further-education-financial-management-and-data-collection>

Below is the link to the DfE Privacy Policy which provides further information about how they use student data.

guidance.submit-learner-data.service.gov.uk/24-25/ilr/ilrprivacynotice

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

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

Privacy Notice - How we use Parent Information

(includes parents of applicants and students)

Wyke Sixth Form College is committed to protecting your privacy and personal data. This Privacy Notice informs you of what data we collect, why we collect it and what we do with it, so you can be confident that your personal data is in safe hands. It will also let you know the rights you have, and the choices that you can make to ensure control over your personal data. The College is the data controller and/or processor for personal data relating to you.

The categories of information that we collect, hold and share on you as a parent* at our college include:

- Personal information (such as name, address, telephone numbers, e-mail address, relationship to applicant/student)
- Characteristics (such as gender, language)

**Note that parents could be next of kin, primary contact or guardian*

Why we collect and use this information

We use parent information to:

- Contact parents in an emergency
- Provide parents with information to help students in their studies with us
- Provide parents with information about student applications
- Ensure we meet our statutory requirements

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.

The lawful basis on which we use this information

Generally, the information that we collect is part of our public interest task of providing education to our students. This allows us to collect the information we need on behalf of the government to draw down funding on each student's behalf.

We collect and use student information under Article 6 (1) of the General Data Protection Regulation 2018 (GDPR) where:

- processing is necessary for compliance with a legal obligation to which the controller is subject.
- processing is necessary for us to protect the vital interests of your young person.
- processing is necessary for the performance of a task carried out in the public interest.

Your rights as a data subject

While we are in the possession of or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.

- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete. In some cases, this can be done through the parent portal.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.
- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

CCTV

CCTV recordings are used and retained for a limited period to ensure the safety of students, staff and visitors to the college. Signage is used to make sure that individuals are aware that CCTV is being recorded. Access to view these recordings is limited to the appropriate staff. CCTV images may be passed on to the police for the purposes of crime detection or prevention and Wyke College will also disclose CCTV footage when requested by insurance companies. CCTV may be used to assure the integrity of our examination arrangements, with footage shared with Awarding Organisations for audit and fraud prevention purposes.

Storing parent data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

Once a student is enrolled, we hold parental data for one year following completion or withdrawal from the College, in hard copy and electronic format, at which point it will be destroyed.

Who we share parent information with

We do not share information about our students' parents with anyone without consent, unless the law and our policies allow it.

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

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

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

Privacy Notice - How we use Staff members' Information

The categories of information that we collect, hold and share on you as a member of staff at our College include:

- Personal information (such as name, address, telephone numbers, employment history, qualifications, bank details)
- Characteristics such as ethnicity, disability, nationality, age, sexuality (where you have provided this information)
- Information about your job and contract of employment (such as job title, salary, contractual status, working hours and absences)
- Medical information if this has been disclosed to us and information about sickness absences
- Outcomes of pre-employment checks obtained for Safeguarding purposes
- Performance and development information such as Performance and Development Review data, training attended, teaching outcomes, lesson observation information
- Details of any disciplinary or grievance procedures you have been involved in
- In certain circumstances, information about your partner or family member e.g. where you have provided their details as an emergency contact or taken Shared Parental Leave
- When you use a College device (such as a laptop, tablet, or mobile telephone), use your College I.T. account, and/or are logged in to the College WiFi network, all the information you access or interact with will be monitored by the filtering system and may be viewed by members of the I.T. team and/or leadership. Please see the I.T. Acceptable Use Policy for more information. For any confidential use of information systems, please use a personal account and device and do not use the College WiFi.

Why we collect and use this information

The most common reasons we use your data are:

- to fulfil a contract of employment with you (e.g. collecting personal information, processing information about your job and contract, medical information, and performance and development information)
- to meet relevant legal obligations, primarily under employment legislation and safeguarding statutory requirements, (e.g. performing pre-employment checks, collecting personal information, processing medical information)
- to pursue a legitimate interest for example to ensure the highest standards of safeguarding are upheld and we provide a high standard of service to our students (e.g. processing disciplinary and grievance information, pre-employment checks, training information, performance information, capturing CCTV images, monitoring IT access)

From time to time we also use your data with your consent. An example of this would be when we provide contact details to colleagues who wish to contact you outside of college where you have indicated we may do so.

The lawful basis on which we use this information

Under GDPR Article 6 (1), the lawful basis on which we rely when processing your data may be one or more of the following:

- you have given consent to the processing of your personal data for one or more specific purposes;
- processing is necessary for the performance of your employment contract or in order to take steps at the request of the data subject prior to entering into this contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

Under GDPR Article 9, the lawful basis on which we rely when processing your sensitive data such as data on ethnic origin, or data concerning health may be one or more of the following:

- you have given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the College or of you in the field of employment and social security and social protection law;
- processing relates to personal data which are manifestly made public by you;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- processing is necessary for the purposes of occupational medicine, for the assessment of your working capacity, medical diagnosis, the provision of health or social care or treatment or pursuant to contract with a health professional.

Your rights as a data subject

While we are in the possession of, or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.

- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

Collecting staff information

The majority of the information we hold about members of staff is provided to us by the member of staff, either when they are recruited or during their employment. Other information may be provided by managers e.g. performance information, or ex-managers e.g. reference information. It may also be received from government bodies such as the DBS, HMRC, DfE, or pension providers.

Storing staff data

Retention of staff records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

Once you are employed, we hold your data for six years following you leaving the College in hard copy and electronic format, at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested.

Who we share staff information with

We routinely share your information with:

- our payroll provider (currently East Riding Yorkshire Council)
- pension scheme providers (Teachers' Pensions or LGPS/ERPF)
- our H.R. system provider (currently IRIS Cascade)
- future employers where a reference is requested
- Occupational Health (following discussion with you)
- Auditors when required
- Data Processors who enable the College to provide services, such as Janet Text, Parent Pay, Uniware for cashless catering). Wyke College keep a full register of all data processors.
- Government departments and agencies where be are required to e.g. HMRC, ONS, DfE, the Home Office, the DBS

Sharing staff information

We do not share information about our members of staff with anyone without consent unless the law and our policies allow us to do so.

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.

Requesting access to your personal data

Under data protection legislation, members of staff have the right to request access to information about them that we hold. To make a request for your personal information please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk or

Jenny Anderson, HR Manager, 01482 346347 jenny.anderson@wyke.ac.uk

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

Privacy Notice - How we use Visitors and Suppliers/Contractors Information

The categories of information that we collect, hold and share on you as a:-

- Visitor

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College. We require visitors to the College to sign in at reception and we keep a record of visitors for one year. Our visitor records are securely stored and only accessible on a need to know basis (e.g. to look into an incident).

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

From time to time, the College may take images and recordings (both audio and video) of its enrolled students when they are engaging in events and programmes of work in pursuit of their studies. When visiting the College it is possible that (whilst you will not be the intended primary subject or focus) you may be captured in the background of such imagery and recordings. These images and recordings are made solely to assist our students in improving their academic attainment or performance whilst studying with us; no other usage of this material will be made without the explicit further consent of all those individuals visible or audible within any such image or recording.

- Supplier/Contractor

In order to engage and manage our suppliers and contractors, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details. You may also be asked to provide details of your occupation and your CV.

In addition, where you visit a building we will collect and process the information as set out in the "Visitor" section above.

The legal basis on which we collect and use your personal information

The most common reasons we use your data are:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.
- to meet relevant legal obligations, such as health and safety statutory requirements
- to meet contractual obligations (suppliers/contractors/ only)

Your rights as a data subject

While we are in the possession of, or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete.

- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.
- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

Storing Visitor and Supplier/Contractor data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. If you would like more information on our college retention schedule please email dpo@wyke.ac.uk

Who we share Visitor and Supplier/Contractor data with

We may share your information as follows:

- Visitors
Law enforcement or other government and regulatory agencies: we may be required by law to disclose certain information to the police or another relevant authority in certain circumstances e.g. where we think you or someone else is at serious risk of harm.
- Supplier/Contractors
Banks and other financial institutions for the processing of payments and receipts

We do not pass your personal information to organisations for marketing or sales purposes and we do not share information about our visitors and suppliers/contractors with anyone without consent unless the law and our policies allow us to do so.

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.

Requesting access to your personal data

Under data protection legislation, members of staff have the right to request access to information about them that we hold. To make a request for your personal information please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

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