



PRIVACY NOTICE – BUSINESS SUPPORT & INNOVATION

Southern Regional College is a 'data controller' for the purposes of data protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your relationship with us.

The College will process all personal data in compliance with the Data Protection Act 2018 for the purpose of providing support for your Business Engagement needs so that you have equality of opportunity. We will never ask for information that is unnecessary to deliver this service.

Southern Regional College is the data controller registered with the Information Commissioners Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The College Data Protection Officer is Ian Boden dpo@src.ac.uk

WHO WILL USE YOUR INFORMATION?

Southern Regional College will collect and use your personal data as per the terms of the programme/project you have engaged in with the College.

LAWFUL BASIS

Personal Data

Our main lawful basis for processing your personal data is as follows:

- **Article 6.1 (b)**
Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (e.g. business engagement contracts, contracts for a service for a third party, student relationship with the College).
- **Article 6.1 (d)**
Processing is necessary in order to protect the vital interests of the data subject or of another natural person (e.g. we may need to disclose information to medical provider).
- **Article 6.1 (f)**
Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal

data, in particular where the data subject is a child (e.g. sponsors or funders to the program).

On occasions we may be required to process your personal data for other reasons, however we will only do so where a lawful basis applies.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

The information collected for accredited training programmes (for which you complete an enrolment form), will include your name, address, date of birth, contact details, previous educational attainment or employment.

Section 75 data such as your religious belief, political opinion, race, marital status, sexual orientation, gender, disability, children, will also be collected. Section 75 data is required by law for statistical and equality monitoring purposes.

Depending on the area of support you avail of, we may also collect:

- Information about your base line audit/programme application.
- Information about your time on a programme/project, including your progress/achievements and your evaluation of the support.
- Information about any additional support that you may have availed of to fully participate in the programme/project, including information on disability support.
- Third party requested data.

HOW WE USE THE INFORMATION ABOUT YOU

We need your information:

- To determine your eligibility.
- To monitor your progress.
- To facilitate the successful program/project delivery.
- To evaluate the programme and inform future programme changes.
- To contact you about issues directly related to your participation in the programme/project (e.g. changes that you need to be aware of, or a follow up survey).
- To inform improvements to our service through our annual employer survey.
- To prevent fraud.

We will use your personal data for these purposes only.

WHO WILL HAVE ACCESS TO MY INFORMATION OR WHO WE SHARE IT WITH?

We will share personal information with third parties where required to do so by the programme/project and where it is necessary to administer the relationship with you or where there

is a third party legitimate interest in doing so e.g. project stakeholders, funders. Your information may also be passed to relevant third parties with a legal or medical responsibility to you.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.

ACCESS TO YOUR INFORMATION AND CORRECTION

Should you wish to access the information we hold on you or have information we hold on you corrected/changed, please submit a request using the appropriate contact details below.

HOW LONG WE WILL KEEP YOUR PERSONAL DATA?

We will only keep your data for as long as necessary to process in line with the programme/project contract and/or FE Retention and Disposal Schedule.

CHANGES TO THIS PRIVACY POLICY

You will be notified if changes are made to this privacy policy.

HOW TO CONTACT US

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Data Protection Office dpo@src.ac.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioners Office (ICO).

Information Commissioners Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 0303 123 1113

Email casework@ico.org.uk