

Privacy Notice for Potential, Current and Past Apprentices

How we use your personal information

We are the data controller of personal information about you. We are East Coast College and our address is St Peters Street Lowestoft, NR32 2NB.

Our Data Protection Officer is Tom Bright. If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at St Peters Street Lowestoft, NR32 2NB or dataprotection@eastcoast.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

This notice sets out how we use your personal information and in particular:

- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside of Europe;
- your rights over your personal information; and
- changes to our privacy policy

The information that you give us

As part of your apprenticeship with the College we may collect your personal details including:

- name
- address
- date of birth
- email address
- telephone number
- parent/carer details
- first and second language
- work assessment data

- dates of attendance
- exam/test results
- religion
- ethnicity
- health information
- doctor's details
- behaviour record
- additional needs details

The uses made of your personal information

We will use your information to manage and administer your apprenticeship. This will include:

- contacting potential employers
- identifying relevant potential employers based on your cv and other assessment information you provide
- communicating with you
- producing your apprenticeship contract
- compiling reports
- making arrangements for assessments, exams and visits
- considering whether special provision or assistance is required whilst you are an apprentice
- sending event invitations

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

Generally, the information is processed as part of our public interest task of providing an apprenticeship to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

How long we keep your personal information

We will not keep your personal information for longer than we need it for the purposes we have explained above. Details of how long we keep each type of information can be found in the College's retention schedule.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation/type of organisation:

- a) Education and Skills Funding Agency (ESFA)

Purpose:

- a) Fulfilling their statutory purposes

We may also share your personal information with third parties who provide services to the College.

Organisation/type of organisation:

- a) Employers
- b) Feeder schools and referring agencies
- c) NHS and health and medical service providers
- d) Education providers
- e) Examining bodies
- f) Local authorities and partner agencies including the police
- g) Auditors

Service:

- a) Provision of apprenticeships to students enrolled at the College
- b) Provision of support to potential students prior to enrolment
- c) Provision of support to students
- d) Provision of information to support a student with their future education
- e) Processing of exam entries and recording of achievements
- f) Protecting the safety and wellbeing of people including children and vulnerable adults where there is a potential risk of harm
- g) Auditing of the College's activities

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside of Europe.

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this <https://ico.org.uk/>

- the right to ask us what personal information about you we are holding and

to have access to a copy of your personal information

- the right to ask us to correct any errors in your personal information
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our privacy policy

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to students by email and will be displayed on the College website.

This document can be provided in a larger font, electronically or to meet another accessibility requirement on request.

Version 1 - July 2018