

Taster Day's Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Who is the Data Controller?

East Sussex College Group (ESCG) Ecat House, Cross Levels Way, Eastbourne, BN21 2UF

Website: www.escg.ac.uk

Email: schoolsandevents@escg.ac.uk

Why do we collect personal information?

We collect and processes personal data relating to its potential students to effectively manage your learning and to meet its statutory obligations as an FE College. ESCG is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information we collect, use, and why

We collect or use the following information to **provide services, including the delivery of our Taster Day events**:

- Details about yourself, including your name, year at school etc.
- Contact details, including your telephone number and email address
- Information about your current education, including the school you are enrolled at and which year group you are in
- Information about medical or health conditions, including if you have a learning disability or difficulty or where provided
- ID Photograph
- Emergency contact details, inc. parent/guardian name, telephone number and email address
- We collect parent/carer details for those under 18 at the start of the academic year under GDPR Article 6e (Public Task) so that we can support our duty to support the education and learning as fully as possible

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Current School
- Parent/carer name and contact details

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent

How is this collected?

Most of the information above is collected directly from yourself via the registration website for our Taster Days. However, some information such as special educational needs, may be collected from other organisations such as your previous school.

Where do we store data?

Data will be stored in a range of different places, including the Taster Day online system, on paper in stored secure places, or on electronic documents within a secure network.

Why does the organisation need to process personal data?

ESCG needs to process data so we can provide you with the highest standards of education and training possible during our Taster Days.

Where the organisation processes other special categories of personal data, such as information disability or health, this is done for the purposes of equal opportunities monitoring and monitor our service provision to improve our services to specific groups as well as to comply with the Equality Act 2010. We also use the data so we can personalise the provision to each student to provide the best possible opportunities to succeed. Any information that has been supplied under the lawful basis of consent, consent can be withdrawn at any time, by contacting the data protection officer. Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However, the college will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course.

Who has access to data?

Your information may be shared internally, including with any ESCG staff who need the data to provide services to the student. This will include special categories of data where appropriate.

Local education establishments will be given access to view data for students currently enrolled with them. Prior to access, they will have signed a Data Protection Agreement with ESCG. You will have confirmed which education establishment you are currently enrolled with during the registration for Taster Days.

We also share data with the Big Surf. They are a data processing company who manage our IT systems for Taster Days.

How long we keep information?

All data collected and processed on behalf of the ESFA or HEFCE will be held for as long as we are legally required to do so, currently for seven years from the end of the academic year in which it was collected. Other data will be held as detailed within our retention schedule to fulfil our duty as a college. Any data provided by consent may be deleted on request.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use "legitimate interests" as grounds for processing in a very few situations. If you would like to exercise any of these rights, please contact us on schoolsandevents@escg.ac.uk or contact the college reception.

What if I do not provide personal data?

If you do not provide the data required to meet legal obligations ESCG not being able to enrol you as a student for Taster Days. Failure to provide other information (except that requiring consent), for example learning difficulty information, may result in the college being unable to provide the standard of service we would wish to provide.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

24 April 2024