

Privacy Notice about how we use your personal information

We are the data controller of personal information about you. We are: Shrewsbury College. Our address is:

Shrewsbury College,
Priory Road,
Shrewsbury,
Shropshire.
SY1 1RX

Our Data Protection Officer is Mark Brown, Vice Principal – Quality, Apprenticeships & Information. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at:

Shrewsbury College,
London Road,
Shrewsbury,
Shropshire.
SY2 6PR
dpo@shrewsbury.ac.uk
01743 653000

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018, as amended from time to time.

An Employer of a student/apprentice at the College

As an Employer of a student/apprentice at the College we collect, store and use your information for the purposes of managing communication with you regarding the student/apprentice you employ.

The information we collect about you and why we collect it

In order to communicate with you, we will collect your name, email address, phone numbers, position within the organisation, and the nature of your relationship with the student/apprentice. This information may be collected from you, your organisation, or the student/apprentice at point of application or enrolment.

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

We process this information on one of two legal bases; public task or our legitimate interests.

For apprentices:

- we process this information as part of our public task, in order to engage with employers to ensure that apprentices achieve their framework/standard in full; and
- to be able to do so, we need to hold details of individuals that employ them.

For employer supported students:

- we have a legitimate interest to engage with employers to ensure that students achieve in full; to maintain effective communication with those involved in their learning and
- to be able to do so, we need to hold details of the individuals that employ them.

How long we keep your personal information

We keep your personal information in line with our Data Retention Policy. This is typically 3 academic years from the final academic year in which the information was collected.

How we share your personal information

We do not routinely share your personal information with any other organisation for their own purposes. However, we may use trusted third-party processors to support our services, including:

Organisation: HubSpot

Service: Provider of bulk communication services.

Privacy Notice: <https://www.hubspot.com/data-privacy/gdpr>

Organisation: Survey Monkey

Service: Provider of surveying services.

Privacy Notice: <https://www.surveymonkey.com/mp/legal/privacy-policy/>

Organisation Type: Esendex

Privacy Notice: <https://www.esendex.co.uk/information-security-statement>

Service: Provider of bulk text services.

Organisation: Event Brite

Service: Provider of event administration and bookings

Privacy Notice: <https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/>

How we transfer your personal information outside UK

We do not routinely store your personal data outside the United Kingdom.

However, we do use a United States based emailing solution as a processor; HubSpot. Some large scale communications with the student body, e.g. Newsletters, are sent using this service. The only information transferred is your email address. Where this occurs, we ensure appropriate safeguards are in place in accordance with Data Protection Laws.

Automated decisions we take about you

We do not make automated decisions using this personal data.

YOUR RIGHTS

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

- the right to raise any concerns with the college in the first instance about how we use your personal information.
- 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, based on reasonable and proportionate searches;
- 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 of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- 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 NOTICE

We keep our privacy notice under regular review and will update it from time to time to make sure it remains up-to-date and accurate.