

FELTHAM COLLEGE PRIVACY NOTICE
FOR APPLICATIONS AND EXPRESSIONS OF INTEREST

Introduction

Under data protection law, individuals have a right to be informed about how we, Reach Academy Trust (RAT, company number 07634106) use any personal data we hold about them. Feltham College is part of RAT.

We comply with this right by providing “privacy notices” (sometimes called “fair processing notices”) to individuals where we are processing their personal data.

This privacy notice is to help you understand how and why we collect personal data about you and what we do with that information. It also explains the decisions that you can make about your information.

RAT is the data controller of the personal data you provide to us. This means RAT determines the purpose for, and the manner in which, any personal data relating to individuals are to be processed.

RAT will review this privacy notice regularly and at least annually and may update it from time to time. Any substantial changes that affect your right will be provided to you directly as far as is reasonably practicable.

Our Data Protection Officer (DPO) can be contacted as follows:

Email: info@reachfoundation.org.uk

Phone: 02088931099

Address: 53-55 High Street, Feltham, London, TW13 4AB

What is "personal information"?

Personal data is information that RAT holds about you and which identifies you.

We are committed to ensuring the personal data we hold about you is kept safe and that you understand how this information will be used. If you have any questions about this privacy notice, please contact us using the contact details above.

How and why does the organisation collect and use personal information?

RAT will collect information which includes:

- Name, email address, phone number

- Your date of birth
- Details of your current school and your previous education;
- Home address;
- Parent/carer details;
- Details of the subjects you would like to study at Feltham College.

We might also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- gender, ethnicity, religious beliefs;
- health, including any medical conditions and disabilities.

How do we use your information?

RAT may use personal data about you for the purposes described in this privacy notice. For example, we may use personal data to:

- Process your application to join Feltham College;
- Enable us to determine whether your application to join Feltham College is successful or not;
- Provide you with the information you need to make a decision whether you wish to study at Feltham College;
- Communicate with you by email, text message, telephone and post about your expression of interest and/or application to join Feltham College;
- Provide you with appropriate services and support and answer any questions you may have;
- Enable ethnicity and disability monitoring.
- Enable anonymous reporting on the demographics of the students who express an interest and/or apply to study at Feltham College.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information and processing your data. We will only collect and use your personal data when the law allows us to and/or where you have provided your consent for us to do so.

Consent

By providing the details set out in our expression of interest and application forms, you have consented to us using your data for those specific purposes.

You can withdraw your consent at any time. This can be done by contacting our DPO, using the details above.

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- we have your explicit consent;
- we are processing it in the vital interests of you or an individual;
- we are providing health care or treatment.

How do we collect this personal data?

Whilst you consent and provide us with the majority of the information we ask of you, in order that we can process your expression of interest and/or application to join Feltham College, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear what the possible consequences are of not providing it. If you do not provide certain information, then we may be unable to process your application to join Feltham College.

How do we store this personal data?

We create and maintain electronic files relating to you. These files are secure and the information contained in them is only used for the purposes directly relevant to the services we provide to you. Access to your information is restricted to employees of RAT on a need to know basis and is kept securely on password protected devices, networks and software.

Who do we share your data with?

The privacy of your personal data is of the utmost importance to us. We will not sell your personal data or share it with anyone outside of RAT for any purpose without your consent, unless the law, our policies or the terms of this privacy notice allow us to do so.

In some circumstances, we may need to share your information with other organisations to allow us to deliver the services we provide to you. However, we will always inform you about this, before doing so.

In the rare case when you disclose information to us that suggests you or someone else is likely to suffer harm or that a crime is going to be committed, we have a duty of care to report this to the relevant agency. In this situation, we do not need your permission but will inform you of our concerns and let you know who we will be passing the information on to.

Transferring data internationally

Whilst we do not in the course of our standard data processing activities transfer personal data outside of the UK and the European Economic Area, where we transfer personal data to a country or territory outside of the UK and the European Economic Area, we will do so in accordance with data protection law and only after ensuring appropriate safeguards are in place.

For how long do we keep your personal data?

We will only keep your personal data for as long as is necessary to allow us to provide our services to you. Further information can be found in our Records Retention Policy.

What decisions can you make about your information?

Under data protection law, you have the following rights:

- The right to rectification: the right to ask us to update any of your personal information that is incorrect or incomplete
- The right to erasure: the right to ask us to delete your personal information from our systems. This is also known as 'the right to be forgotten'
- The right to access: the right to see what information we hold about you

- The right to restrict processing: the right to ask us to stop using your personal data
- The right to data portability: the right to request a copy of your personal information so that you can reuse it for your own purposes
- The right to object: the right to object to use processing certain types of information

Subject Access Requests

Individuals have a right to make a 'subject access request' to gain access to personal information that RAT holds about them.

A parent can make a request in respect of their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13) or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our DPO.

Concerns/Complaints

If you have any concerns about the way RAT is collecting or using your or your child's personal data, you can raise a concern with the organisation's DPO using the contact details above.

Alternatively you can make a complaint to the Information Commissioner's Office (ICO):

- Phone: 0303 123 1113 Monday-Friday 9am-5pm.
- Report a concern online at <https://ico.org.uk/concerns/>
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.