

General Data Protection Regulations (GDPR) Parent / Guardian / Third Party Privacy Notice

Why are we providing this notice for you and who can you contact?

On occasion we are provided with personal information about individuals by other individuals engaging with Cornwall College. The most common reason for Cornwall College being given these details is that they may have been provided as a parent/guardian or emergency contact for a student enrolled at the college or, an emergency contact for a member of staff. The information provided to us is referred to as 'Third Party' as we have not had direct contact with the individual the personal information belongs to.

This notice will inform you about the data we could hold about you and how we use it. It has been prepared in accordance with the UK General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

If you have any questions regarding your information or anything contained within this Privacy Notice please email: dataprotection@cornwall.ac.uk or write to:

Data Protection Officer, Cornwall College, John Keay House, Tregonissey Road, St Austell, Cornwall. PL25 4DJ

What personal data do we hold?

The following points give you an indication of the personally identifiable data we ask for and therefore could hold about you if your information has been provided:

- Contact details: including name, address, telephone, email

Why do we hold and how do we use personal data?

Cornwall College will request contact information for parents/guardians and/or emergency contacts of students and staff as part of its duty of care to all students and staff of the college. We do not share this information. It is held for the purpose of contacting you in the event we need to.

There are further requirements for Cornwall College to hold data on parents/guardians and emergency contacts for students under 18 which have been detailed below:

Students Under 18

The current *Keeping Children Safe in Education statutory guidance* states:

"Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and / or safeguarding concern."

Learners aged 16-18 can nominate any responsible adult for this purpose.

You will only be contacted or information disclosed to you when the relevant personnel within the College believes it is in the best interests of the student to do so, following full consultation with the student, where possible. This may be in connection with the students' attendance, academic progress or performance and/or with disciplinary proceedings for academic and non-academic offences.

Your rights in relation to your personal data

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; 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.

How long do we Keep Your Personal Data?

We do not have one set time period for keeping personal data as this may differ from person to person depending on the basis for us holding your data. For example, if provided by a student undertaking training with us that is partially or fully funded through any Government or associated agency funding bodies then we are required to retain a students' personal information for the time period that they set. Once the date for keeping a students' personally identifiable information has passed we will delete it along with any third party data that the student may have provided, unless there is a safeguarding related entry on a student's file where we may be legally required to hold all information related to that student indefinitely for the purpose of future serious case review, public enquiry or criminal proceedings.

How do we manage the security of your personal data?

All the personal data we process is entered onto software systems held on secure servers that are subject to strict procedures and security features to minimise the risk of unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage.

Updates to This Privacy Notice

This Privacy Notice may change occasionally if there are updates to the information contained within it.

The Cornwall College Website will always display an updated version:

<https://www.cornwall.ac.uk/governance/>