

Privacy notice

West Nottinghamshire College is committed to preserving the privacy of its learners and employees and to complying with relevant Data Protection legislation.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. We shall not disclose the information you entrust us with to third parties except where we have a statutory or contractual duty to do so (including to your employer, if sponsored), where you have given prior approval or where an official WNC third party data processing agreement exists.

West Nottinghamshire College may process your personal data because:

We need the information in order to process your enrolment and receive funding for your course

We'll keep your personal data for at least 7 years and for 10 years where European Social Funds are involved.

We need it to provide you with a service you've requested

If you don't provide us with the required personal data, we'll try to provide the service, but it may be impossible.

We'll keep your data whilst it's needed to deliver the service, and for an additional three months in case you have any further queries.

If another organisation helps us to provide the service, we'll also make your data available to them. If this involves transferring information to a country not recognised as providing equivalent protection, we'll use additional safeguards approved by UK or EU regulators.

We require all organisations we work with to keep information as safe as we do.

We need it to identify problems or ways to make the service better

We'll keep your personal data for up to six months after you use the service; after that, unless we need it for a particular investigation, we'll delete it.

Sometimes we use automated processing to detect and respond to problems more quickly: if you're individually affected by this processing, you can ask us to review its results.

If there are attacks on our services, or other criminal activity, we may share information with the police.

All these uses are checked to make sure they create a benefit, rather than a risk, for individuals. If you have particular circumstances that may increase your risk you may contact our data protection officer (see below) to ask for a review of that assessment.

You've asked us to, for example by entering details of your volunteering and work placements

We'll keep your personal data until you ask us to change or delete it, or for at least three years after you last use the service.

We're operating a service provided to you by someone else (e.g. keeping in touch with Alumni)

We'll keep your personal data for as long as the provider needs us to.

To ask about your personal data, or to exercise any of your rights, you should contact them. We'll help them respond, but the law prohibits us from responding directly to you.

By law you have certain rights over your personal data that we hold: to receive a copy of the data, to ask us to correct any errors, or to delete it once we no longer need it. To contact us regarding those rights, or anything else in this privacy notice, please write to our Data Protection Officer by email to dataprotection@wnc.ac.uk, or at our registered postal address below.

If you don't feel we've dealt with your request appropriately, you can appeal to the [Information Commissioner's Office](#).

Data Protection Officer

West Nottinghamshire College

Derby Road

Mansfield

Notts.

NG185BH