

## **GDPR PRIVACY POLICY**

### **PRIMARY PERSONS RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

STEPHEN BAILEY (DATA PROTECTION OFFICER)

### **LAST REVIEW DATE**

21 May 2018

### **NEXT REVIEW**

MAY 2019

## **Albemarle College GDPR Policy**

The following privacy policy applies from the 21<sup>st</sup> May 2018

### **1. What do you do with my personal data?**

We use data of parents, students and staff to provide students with the education required to pass GCSE and A Level exams.

- Improving our educational provision for you to ensure everyone gets the best experience, performing research to understand your views and personalising your experiences to make our service more intuitive & engaging;
- Providing you with the academic programme you have selected, managing your welfare requirements, keeping you up-to-date and informed and responding to your enquiries, and keeping you updated on College matters;
- Legal, regulatory or business reasons.

### **2. How long will you keep my personal data?**

We keep information while you're attending the College and after you've left us for a period of 10 years, in order to respond to academic and employment references.

We use your information to provide you with the products and services you have selected and for a variety of other reasons.

For example, we might need to sort out disagreements, prove that you had education with us or follow our legal obligations. We may also keep information about how you use our products or services.

In each case, the length of time that we need to keep the information may be different, but we will only keep the information for as long as we need it.

### **3. Who do you share my personal data with and why?**

We will share your information in the following situations:

- When you have provided your consent;
- When we have legal or regulatory requirements such as a request for an academic or employment reference, from a law enforcement agency or a credit reference agency.

### **4. What data do you hold about me? (and how do you get it?)**

We will use the data we have on students and parents to help the College deliver its educational provision.

We collect information in three ways:

- 1 Directly from you, such as information filled in within application, pre-registration or registration forms, surveys;
- 2 From the educational programme selected;
- 3 From 3rd parties, such as information from credit reference agencies and fraud protection agencies.

## **5. What rights do I have?**

You have the following rights:

- To be informed about how we use your personal data (the purpose of this Privacy Notice);
- Right of Access – you can request a copy of the information we hold on you
- Right to Rectification – you can correct data we hold on you if it is inaccurate or incomplete
- Right to be Forgotten – in certain circumstances you can ask for the data we hold on you to be erased from our records
- Right of Portability – you have the right to have the data we hold on you transferred to another organisation
- Right to Object – you have the right to object to certain types of processing such as direct marketing
- Right to Object to Automated Processing – you have the right to object to profiling

## **6. How do I change my preferences?**

You can opt in and out of communications at any time by changing your preferences by emailing [gdpr.albemarle@gmail.com](mailto:gdpr.albemarle@gmail.com).

## **7. How do you ensure my data is secure?**

Albemarle Independent College is committed to keeping your data secure. We use a variety of security technologies and procedures to help protect your personal data from unauthorised access, use or disclosure.

## **8. Live Chat Service**

We use a third party for our chat system on the Albemarle website, which is used to deal with the customer's enquiry in real time. We may ask you for your contact details and name which we can use to contact you if the chat is disconnected.

## 9. Special Categories of personal data are not processed

We will not process data on special categories under the following list:

- Racial or Ethnic Origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Sexual orientation

## 10. Cookie Policy

Albemarle uses cookies on our website [www.albemarle.org.uk](http://www.albemarle.org.uk) for a number of purposes. These cookies allow students, parents and staff access information when the website is browsed, and allows us to improve the website. By continuing to browse the site you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- Strictly necessary cookies – these are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log on to the secure area of our website
- Analytical/Performance cookies – these allow us to recognise and count the number of visitors and to see how visitors move around the website. This helps us improve the way the website works by for example ensuring that users find what they are looking for.
- Functionality cookies – these are used to recognise you when you return to our website and helps personalise content for you

### Controlling Cookies

- If you do not want to receive cookies, you can modify your browser so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.
- If you wish to restrict or block web browser cookies which are set on your device then you can do this through your browser settings; the Help function within your browser should tell you how. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

- Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org), which contains comprehensive information on how to do this on a wide variety of desktop browsers.
- To switch off third-party advertising cookies, you can turn these off by visiting the Internet Advertising Bureau's consumer advice [www.youronlinechoices.com](http://www.youronlinechoices.com).

## **11. How can I contact you?**

If you would like more information or would like to raise any queries with us in relation to your information, you can contact us by writing to the Data Protection Officer at:

Stephen Bailey

Data Protection Officer

Albemarle College

18 Dunraven Street

Mayfair

London

W1K 7FE

Or email the Data Protection Officer at [gdpr.albemarle@gmail.com](mailto:gdpr.albemarle@gmail.com)

## **12. Changes to this Privacy Notice**

We will check this policy from time to time and post any changes here.

## **13. Resolving Privacy Issues**

We will always try our best to resolve any data privacy issue you may have. You have the right to refer any data privacy issue to the Information Commissioner's Office at any time.