

## **Employers Privacy Notice**

This privacy notice is issued by The Blackpool Sixth Form College. It is to inform individuals how their personal information will be collected and processed when they engage with the college.

### **The Blackpool Sixth Form College data processing registration**

Registration Number: Z5758025

Date Registered: 03 December 2002

Data Controller: The Blackpool Sixth Form College

Address: Blackpool Old Road  
Blackpool  
FY3 7LR

Email address: [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk)

Website: [www.blackpoolsixth.ac.uk](http://www.blackpoolsixth.ac.uk)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

The college has a strong desire to engage with local employers and form strong collaborative partnerships in the sourcing of work experience and work placements for its student body.

Blackpool Sixth collects and processes personal data to effectively manage and support student learning to meet its statutory obligations as a Sixth Form College (SFC) and is committed to being transparent about how it collects and uses data and protects individual’s privacy.

### **What personal information does the Blackpool Sixth collect?**

Categories of information we collect, hold and share on employers include personal information such as name, address and contact details.

The college uses this information in order to

- keep its employer partners informed about upcoming events and services
- we will use this information to confirm student placement details with students and their parent/guardian
- we will also use the details to conduct risk assessments on placements and monitor attendance.
- statistically analyse and monitor work experience/placement delivery

### **Lawful basis on which we use this information**

- Generally, the information is processed as part of our public task as an educational provider, or where in place, for the performance of the offer of work experience/placements between you and the college.

- Any information that has been given under the lawful basis of consent can be withdrawn at any time by written request to the college Futures [futures@blackpoolsixth.ac.uk](mailto:futures@blackpoolsixth.ac.uk) team or contacting the Data Protection Officer [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk).

### **How long do we keep employer information?**

- We retain records of employers for 2 years after the last active engagement with college.
- Your information will be securely destroyed after this period.

### **Who do we share information with?**

- We may share the personal contact information that you give to us with the students

### **CCTV and Images**

The college uses CCTV on its premises and will also collect your photograph for the purpose of identifying and protecting our students, staff and premises. This data may be shared with the police and other agencies where the college is required or permitted to do so by law.

### **Where do we store data?**

Data will be stored in a range of different places, including the college information management systems, on paper stored in secure places, or on electronic documents within a secure network.

### **Do we process data outside the EEA?**

The college will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection policy is available to view on our website.

### **What rights do you have?**

As a data subject, you have a number of rights. You can

- access and obtain a copy of your data on request using the Subject Access Request form available by emailing [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk) or from the college website;

- require the organisation to change incorrect or incomplete data;
  - require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing;
  - object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use “legitimate interests” as grounds for processing in a very few situations.
  - withdraw consent for us to use your data for direct marketing
- If you would like to exercise any of these rights, please contact the data protection officer at [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk).

### **Who can I complain to?**

If you believe that the college has not complied with your data protection rights, please contact the college Data Protection Officer, [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk).

If we cannot resolve your complaint you can complain to the Information Commissioner. <https://ico.org.uk/make-a-complaint/>

### **Does the college use automated decision-making?**

No decisions are based solely on automated decision-making.

### **Do we change our Privacy Policy?**

We will review this policy bi-annually in-line with the Data Protection Policy as a minimum and will post any updates on this webpage.

### **Changes to this Statement**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Any changes we may make to our privacy policy in the future will be posted on this page.

February 2019