

Privacy Notice

This privacy notice explains generally how Esher Sixth Form College processes personal data of individuals who take part in research conducted by us.

If you agreed to take part in research conducted by the College additional specific information will be made available to you to supplement this privacy notice at the point of data collection; the specific information will take precedence should there be any contradiction.

What information do we collect about you?

- The responses provided by you as part of the research.
- If you complete an online survey as part of the research, we will collect your IP address and information about your web browser as part of our IT security logs.

Why we collect and use your information, and the lawful basis for doing so

- The majority of the information we collect while undertaking research will come directly from you and will be used for the purpose of carrying out the research. Our legal basis for processing this information is your **explicit consent**. Detailed information about the purpose and goals of the research will be provided to all research participants.
- We also process your data where it is necessary for the pursuit of our **legitimate interests**, such as;
 - monitoring IT systems to ensure their security, availability and to improve the services we offer;
- We may process your information to fulfil our **legal obligations**, for example maintaining records of your consent, or withdrawal of consent, to comply with Data Protection legislation.

How long we keep your information

Your data will only be kept for as long as necessary to conduct the research. Specific information will be provided to all research participants at the point of data collection.

Who we share your information with

Your information maybe shared with third parties, for example with agencies we contract to help us with marketing activities, or organisations we are collaborating with to undertake the research. Specific information will be provided to all research participants at the point of data collection.

Transferring your data outside of the UK and European Economic Area (EEA)

Your data will not be transferred outside of the UK and EEA.

Security

The College takes the security of your personal data very seriously. We have implemented strong organisational and technical security safeguards to prevent unauthorised disclosure or access to your information.

The College complies with all relevant data protection legislation.

Contacting Us

If you have any queries about this privacy notice or how we process your personal data, we would ask you to raise your concern with us in the first instance by talking to your tutor, or by contacting the Colleges Data Protection Officer:

The Data Protection Officer
Esher Sixth Form College
Weston Green Road
Thames Ditton
KT7 0JB

Email: dataprotectionofficer@esher.ac.uk

Telephone: +44 208 398 0291

If you are not satisfied with how we process your personal data, or how we have handled your query, you can make a complaint to the Information Commissioner. (<https://ico.org.uk/concerns>)

Access to your information

You have the right to request a copy of the information that we hold about you. Usually we will provide this information to you free of charge and within 30 days.

In exceptional circumstances, we may refuse to provide you with some of the information we hold about you. If we do this we will explain why, and our legal basis for doing so.

Transferring your data

You have the right to request a copy of your personal data in a commonly used machine-readable format such as CSV or Microsoft Excel XLSX so that you can transfer your data to another organisation. We have to provide this to you free of charge and process your request within 30 days. You can also ask us to send your data directly to another organisation.

Correcting mistakes

You have the right to request we update any information we hold about you if you think, it is incorrect, incomplete or out of date.

If we believe, the information we hold about you is correct we may refuse to update our records, but we will note your objection.

Objecting to how we process your data

Where we are relying on *Legitimate Interests* or *Public Interest* as the legal basis for processing your personal data, you have the right to object, on grounds relating to your particular situation, to us processing your personal data where you feel the processing has a disproportionate impact on your rights.

Withdrawing consent

Where we have obtained your consent to use your data you have the right to withdraw consent at any time and ask us to stop processing your data.

Automated processing

When applying to take part in trips and visits, and some extension courses an automated decision about your eligibility will be made by the College's IT systems.

Our automated attendance system will check your attendance weekly to identify any concerns. If your attendance falls below certain thresholds, an email will be sent to your parents/guardians highlighting the concerns we have.

You have the right to ask for a member of staff to double check these automated decisions.

The right to be forgotten

You can ask us to erase your personal data in the following situations:

- The data is no longer necessary in relation to the purpose for which it was originally collected.
- You have withdrawn consent.
- You have objected to us processing the data and there is no overriding legitimate interest for us to continue the processing.
- Your personal data was unlawfully processed.
- Your personal data has to be erased in order to comply with a legal obligation.

We may in some circumstances refuse to erase your personal data. If we do this we will explain why, and our legal basis for doing so.

Restricted processing

In the following situations, you can tell us to stop or restrict the processing of your personal data. We will continue to store the data, but we will only be able to use it in the ways you specify.

- You have asked us to update your data, and you want us to stop using it until we have updated it.
- You have objected to the way in which we process your data and you want us to stop using it until we have finished evaluating your objection.
- We processed your data unlawfully and you want us to restrict access to the data instead of erasing it.
- We no longer need the data, but you require it to establish, exercise or defend a legal claim.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: <https://www.ico.org.uk>.