



Privacy Notice for Language College Adult learners (How we use your information)

The categories of information that we collect, hold and share include:

- Personal information (such as name, address, contact details including telephone, mobile and email address)

Why we collect and use this information

We use this data:

- As a register of attendees for the classes provided by the Language College.
- For examination entries where appropriate.
- For contact reasons for example, if the tutor is unavailable for any reason, rescheduling of classes, school closures or a clash with school activities, reminders about school holidays and information about new classes offered by the Language College.

The lawful basis on which we use this information

We collect and use your information in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that the Language College are required to perform as part of their statutory function and under a contract to provide adult education.

Collecting information

The information provided to us is on a voluntary basis.

Storing, deletion and destruction of the data

Your personal data is retained in line with the Trusts Management and Retention of Records Policy. We hold this data securely in paper and electronic formats.

Data is retained throughout the time you are registered with the Language College. The data is retained for a period of three academic years. At the end of this three year period, normally in September, the paper information is removed to confidential waste and the electronic data is erased at the same time.

Who we share information with

The information is solely used by staff employed by the Trust for the provision of Language College services. Your data is shared with your tutor, and where applicable with external examination boards. We do not share your information with any other external organisation.

Why we share information

We will only share your information with the relevant examination board should you and your tutor agree to enter you into a public examination.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Language School staff, via the school main reception 0115 9170424.