



## **Privacy Notice – Business Support & Innovation**

### **Introduction**

Southern Regional College is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your relationship with us.

The College will process all personal data in compliance with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 for the purpose of providing support for your Business Engagement needs so that you have equality of opportunity. We will never ask for information that is unnecessary to deliver this service.

Southern Regional College is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

### **What categories of personal data do we collect?**

Southern Regional College will collect and use your personal data as per the terms of the programme/project you have engaged in with the College.

The information collected for accredited training programmes (for which you complete an enrolment form) will be your:

- name.
- address.
- date of birth.
- contact details.
- previous educational attainment or employment.

- Section 75 data such as your religious belief, political opinion, race, marital status, sexual orientation, gender, if you have a disability, children, will also be collected. Section 75 data is required by law for statistical and equality monitoring purposes.

Depending on the area of support you avail of, we may also collect:

- Information about your base line audit / programme application
- Information about your time on a programme/project, including your progress/achievements and your evaluation of the support.
- Information about any additional support that you may have availed of to fully participate in the programme/project, including information on disability support.
- Third party requested data.

## Lawful Basis

Our main lawful basis for processing your personal data are as follows:

### Article 6.1(b)

- processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; *e.g. business engagement contracts, contracts for a service for a third party, student relationship with the College.*

### Article 6.1 (d)

- processing is necessary in order to protect the **vital interests** of the data subject or of another natural person *e.g. we may need to disclose information to medical provider*

### Article 6.1 (f)

- processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child *e.g. sponsors or funders to the program*

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

## Special Category Data

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

- **Article 9.2(g)** - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

And

- **Schedule 1(8)** Data Protection Act (2018) - Equality of opportunity or treatment

### **How we use personal data (purpose of processing)**

We need your information:

- To determine your eligibility.
- To monitor your progress.
- To facilitate the successful program/project delivery
- To evaluate the programme and inform future programme changes.
- To contact you about issues directly related to your participation on the programme/project (e.g. changes that you need to be aware of, or a follow up survey)
- Our annual employer survey to inform improvements to our service  To prevent fraud.

We will use your personal data for these purposes only.

### **Who will have access to your information, and who will we share it with?**

We will share personal information with third parties where required to do so by Programme/ Project and where it is necessary to administer the relationship with you or where there is a third party legitimate interest in doing so e.g. project stakeholders, funders. Your information may also be passed to relevant third parties with a legal or medical responsibility to you.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.

### **Further information**

Further information on the College's Privacy Notice and your Data Rights can be found in the Data Protection page of the College website: [Privacy Notices | Southern Regional College](#)