



## **PRIVACY NOTICE** **Information for Employers and Customers**

### **Information for Employers and Customers**

#### **Notice about how we use your personal information:**

We are the data controller of personal information about you. We are: EAST SURREY COLLEGE (T/A ORBITAL SOUTH COLLEGES). Our address is: Gatton Point, London Road, Redhill, Surrey, RH1 2JX.

Our Data Protection Officer is Kevin Squire. If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at: **01737 772611 / Ext: 8406**, [DPO@esc.ac.uk](mailto:DPO@esc.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.

#### **Who are you?**

- an Employer of the College Apprentices
- one of our employers who provide work experience to our students
- a customer of the College to whom we deliver full cost courses

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and, if necessary, how to complain. Please note that on occasions we may process "special categories" of information about you.

#### **The information we collect about you and why we collect it**

As part of our business relationship, we store and use the details you have given us to:

- support you with your training needs and keep you informed of training opportunities that support you and your workforce.
- give you information about funding opportunities to train existing employees
- give you information about new courses, apprenticeships and training opportunities
- send you newsletters and details on upcoming events to keep you updated on the College activities

#### **The legal basis on which we collect and use your personal information**

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and effectively operate the College and to ensure the College is safe and secure for all persons visiting;



- Where we are required by law to hold certain records we collect and hold those records to comply with that legal obligation.

### **How long we keep your personal information**

We will hold your information until you 'Opt out', asking us to remove the information from our records.

### **How we share your personal information**

We will only share your information:

- if there is a legal obligation on the College to do so, or
- if you have actively consented for us to do so.

### **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside Europe.

### **Automated decisions we take about you**

We do not make automated decisions using this information.

### **Your Rights:**

You have a number of rights over your personal information, which are:

- the right to ask us what personal information about you we are holding and to have access to a copy of your information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.
- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);



### **Changes to our General Privacy Policy**

We keep our privacy policy under regular review. The College will update it from time to time to make sure it remains up-to-date and accurate.