

The Sheffield College Privacy Notice for Web-forms at The Sheffield College

This statement should be read in conjunction with the Privacy Notice for The Sheffield College.

This statement is intended to provide users of the forms information regarding:

- the information that you give us
- the uses made of your personal information
- the legal basis on which we collect and use staff information
- how long we keep your personal information
- how we share your personal information
- how we transfer your personal information outside of Europe
- your rights over your personal information

Responsibility for Data Protection

We are the data controller of personal information about you. We are The Sheffield College. Our address is: Granville Road, Sheffield, S2 2RL. The college's registration number with the ICO is Z667180X.

Our Data Protection Officer is Seb Smith. 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 Granville Road, Sheffield, S2 2RL or DPO@sheffcol.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 information that you give us

We will collect personal information from you based on the fields you fill out on the form.

The uses made of your personal information

We process this information on the basis of our legitimate interests. Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

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

Article 6: Lawfulness of processing

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.

How long we keep your personal information

For general enquiries, we will hold the data for 12 months from the point of resolution. If your query directly relates to a student on a course or an employer who has students on courses we will retain the data in line with the EFSA funding rules (12 years).

How we share your personal information

We will not share the personal information you provide with any organisations and will only be used for the purpose mentioned above.

How we transfer your personal information outside of Europe

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

Your rights over your personal information

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

- 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/>)
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal 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 personal information, to ask us to delete your personal information

Changes to our Privacy Notice

We keep our Privacy Notice under regular review. Any changes we make to our Privacy Notice in the future will be notified to you by email.