



Careers Privacy Notice

This Privacy Notice has been written to inform the college community of High Tunstall College of Science about what we do with your personal information regarding those who have volunteered to be involved in our careers programme.

Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and Data Protection Act 2018 to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA

schoolsDPO@veritau.co.uk
01904 554025



Please ensure you include the name of the college in all correspondence.

What information do we collect and why do we require it?

As part of the support you offer our careers programme High Tunstall College of Science may need to collect the following personal data about you:

- Personal identifiers (your name, address, contact details)
- Personal information relating to your occupation (job role and organisation)
- Photo identity for those visiting the college (driving licence or passport).

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. This may be from a Microsoft Forms questionnaire or from our alumni page on our website (www.htcs.org.uk).

Who do we share your personal data with?

Your information will only be made available to those who need it to do their job in relation to the support you are offering our careers programme. This includes the relevant administrative staff and Careers Team.

How long do we keep your personal data for?

The college will keep your data in line with our Records Management Policy. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. You can withdraw your consent to the college processing your personal data at any time by contacting Mr Peter Ireland, Compliance Officer (PIreland@hightunstall.hartlepool.sch.uk).

Do you transfer my data outside of the UK?

Generally, the information that the college holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

What is our lawful basis for processing your personal data?

The college processes your personal data based on its legal responsibilities to:

- Prepare our students with the essential knowledge, skills and attributes
- Support students making informed decisions about their post-16 routes
- Provide career advice and aspirations.

The college relies on Article 6(1)(a) consent of the UK GDPR to process your personal data.

If visiting the college, ID may be requested to verify who you are as part of the college's safeguarding duties. Please refer to the college's Visitor Privacy Notice for further information.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: Mr Peter Ireland, Compliance Officer (PIreland@hightunstall.hartlepool.sch.uk).

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
icocasework@ico.org.uk // 0303 123 1113

Media Copies

Copies of the privacy notice are posted on the High Tunstall College of Science website electronically and are available in hard copy format from the college reception.

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 11 March 2024.