



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 the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that are compliant with data protection legislation.

We have appointed Veritau Ltd as our Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Mr. Peter E Ireland Compliance Officer (SPOC) on 01429 261446 or by email at (PIreland@hightunstall.hartlepool.sch.uk):

Schools DPO Service
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 that you offer our careers programme High Tunstall College of Science may need to collect the following personal data about you:

- Personal identifiers (your name, email address, contact details)
- Personal information relating to your occupation (role and organisation)
- Confirmation if you hold a current Disclosure Barring Service (DBS) certificate or not
- What help or assistance you can provide to High Tunstall College of Science.



Who do we obtain your information from?

We normally receive this information directly from you.

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 and safeguarding staff and our Careers Team.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. Statutory obligations determine the retention period for most of the information we process about you. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes, where it is in the public interest.

Artificial intelligence (AI)

We may use some systems and platforms that incorporate an AI function. Where we do this, we ensure that the data is held securely and is not used for training the AI model. AI does not make any automated decisions about individuals, and outputs are always subject to human oversight.

International transfers of data

We may use some systems and platforms that incorporate an AI function. Where we do this, we ensure that the data is held securely and is not used for training the AI model. AI does not make any automated decisions about individuals, and outputs are always subject to human oversight.

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, you have the following rights in relation to the processing of your data:

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

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

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 using the details provided above.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website [here](#).

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 02 March 2026.