

## **Introduction**

This Privacy Notice explains what personal data we collect when you made a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations, why we collect it and what we will use it for.

We collect the information directly from you when you submit a request.

## **Your rights and choices**

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data Gower College Swansea holds on you
- require Gower College Swansea to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## **How long will Gower College Swansea keep your information?**

Gower College Swansea will hold the personal data collected for a period of three years after a response has been made to your request.

## **Contacts**

For further information about the information which Gower College Swansea holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer, Gower College Swansea, Tychoch Road, Swansea, SA2 9EB

**dpo@gcs.ac.uk**

To contact the Information Commissioner's Office, please see details

below: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

<https://ico.org.uk/>

## **Notifications of changes**

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of Gower College Swansea's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our website at [www.gcs.ac.uk](http://www.gcs.ac.uk)

## **What personal information about you is collected and used by Gower College Swansea?**

### **Personal Data**

When you submit a request to the College we ask for:

- identity details
- contact details

### **How will your data be used by the Gower College Swansea?**

We will use your personal data to comply with our legal obligations, and the processing is necessary for the performance of a task carried out in the public interest.

The information provided will be used for the following purposes:

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- To contact you about your request if we require any clarification or further information pursuant to your request, to update you on the progress of your request and to respond fully to your request and any subsequent complaint in to the handling of the request or the decision reached.
- Section 8 of the Freedom of Information Act 2000 states that a request should contain the name of the applicant and an address for correspondence.

FOI/EIR requests received by the College will be logged and stored electronically and in paper copy while they are progressed.

### **Who we share your data with**

The personal data we collect in relation to your request will not be shared within the College. However it may be shared with the Information Commissioner's Office (ICO, as the regulator for the Freedom of Information Act and Environmental Information Regulations; to a court, tribunal, party or prospective party where the disclosure is necessary in order to exercise, establish or defend a legal claim; where we are ordered to by a court or tribunal or where we are otherwise required to do so by law.

### **Security Arrangements for your data held by Gower College Swansea**

The College has robust Information Security policies in place to protect your information. All staff in the College have a responsibility to make sure that your data is handled securely. The data Gower College Swansea collects about you will be stored in an access controlled secure system.

*August 2018*

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