

## The information that you give us

As part of the admission of your son/daughter/dependant to the College we may collect parent/carer/guardian details including: parent/carer/guardian name, emergency contact telephone number and email address. Where required we shall also collect personal information in connection with applications for funding (I.e. When a child needs school meals, bursary, etc.)

## The uses made of your personal information

We use your information to keep you informed about the progress your child. We also keep this information so we can contact you in case of emergency. In addition, we will contact you to ask for feedback about the College so we can make improvements to the services we deliver.

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

Generally, the information is processed as part of our public interest task of providing education to your son/daughter/dependant.

## How long we keep your personal information.

- Unsuccessful application of your son/daughter/dependant – Current academic year + 6 months
- Successful application of your son/daughter/dependant – End of student relationship + 6 years

## How we share your personal information.

We will share your information internally and to third parties who provide administrative, legal and accountancy services to the college to enable us to manage and administer your son/daughter/dependant's education effectively. We use a 'permissions' system to make sure that staff only have access to the information they need to carry out their jobs.

## Organisation / type of organisation:

### Service:

We use satisfaction surveys as part of our public interest task of assessing the

quality of the education we are providing to your son/daughter/dependant. We may procure the services of specialist companies to do this on our behalf. We will have data sharing agreements in place with any third parties that provide these services on our behalf.

The college reserves the right to review, change, add, and withdraw suppliers and the extent of their services without prior consultation, where such changes do not have any material impact on your personal information or your rights.

### [How we transfer your personal information outside Europe](#)

Where you register on an event with the college, whether a prospective or current student or relation, your details including name, address, email address, phone, emergency contact details, access information, travel requests, courses preferences will be stored in Eventbrite to administer the event. This is stored in the US and under the EU-US Privacy Shield Framework showing compliance to GDPR.

College Data is backed up to <https://www.backblaze.com> for the purposes of Disaster Recovery. This is stored in the US and under the EU-US Privacy Shield Framework showing compliance to GDPR. The data is secured with 256 bit AES encryption

### [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;

- 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.

### Changes to our Privacy Notice

We keep our privacy notice under regular review. If any changes are made to our privacy notice in the future, this will document will be updated and posted to our website at <https://www.longroad.ac.uk> under the Data Protection section.

### How to lodge a complaint

If you want to make a complaint about the way we have processed your personal information, please contact:

Data Protection Officer  
Long Road Sixth Form College  
Long Road  
Cambridge  
CB2 8PX  
[DPO@longroad.ac.uk](mailto:DPO@longroad.ac.uk)

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the data protection regulator, the Information Commissioner's Office (ICO)

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
<https://ico.org.uk/>