



PRIVACY POLICY – Website access

The College is dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy provides an explanation as to what happens to any Personal Data that you provide to us, or that we collect from you and is aimed at those visiting our website, attending an event, or interacting with us in a way other than as an enrolled student or employee. There are more detailed notices for those who engage in a contract with us. These are provided at enrollment/commencement of employment and are available from our data protection officer.

Personal Data means data which relate to a living individual who can be identified: a) from those data, or b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller, and includes any expression of opinion about the individual of the data controller or any other person in respect of the individual.

We do update this Policy from time to time so please do review this Policy regularly. For the purpose of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Visitors to Our Websites

Generally you are free to browse the College websites without submitting any personal information unless you wish to enrol onto a course or otherwise agree to submit such information. However, when someone visits one of our websites we collect standard internet log information and details of visitor behaviour patterns. This is so we can find out how many visitors we've had to the various parts of the sites and as a legitimate interests in keeping our site secure, as covered in GDPR Recital 49. The information is collected in a way that does not identify any individual and we do not associate any data gathered in this way with any personal identifying information from any source.

Information We Collect

We may collect the following information where, for example, you have completed an online application form:

- name and other personal information
- contact information including email address
- demographic information such as postcode, preferences and interests, including course interests.
- other information relevant to surveys

Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- To provide you with information requested from us, relating to our services. To provide information on other services which we feel may be of interest to you, where you have consented to receive such information.
- To meet our contractual commitments to you.
- To notify you about any changes to our website, such as improvements or service changes, that may affect our service.

The College also has additional privacy notices at the point of data collection that identify the legal justification for processing and specifics around retention

Storing Your Personal Data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.

While we make every effort to ensure our site and the information you provide through it is protected, the transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

Third Party Links

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How Long We Keep Your Data

The College adheres to the GDPR requirement for data minimisation, only keeping information as long as is necessary. The College will keep some forms of information for longer than others. In general, most information about students will be kept for approximately seven years after they leave the College, however, the core record will be kept longer. This will include: Name, address at enrollment and leaving, date of birth, academic achievements and course studied, other personal details as collected at enrolment. It is recognised however, that the College holds records on various electronic data systems and records held here may have different retention periods than those detailed in the retention schedule. Where this is the case, the College will ensure that the data is held with appropriate technical and organisational security and will be deleted when this becomes possible.

Controlling Your Personal Information

The GDPR also provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Further detailed information on this can be found in the [ICO website](#)

In line with these rights, you may choose to restrict the collection or use of your personal information in the following ways:

- When you are asked to fill in a form on the website, you may be asked if you want the information to be used for direct marketing purposes. We will never automatically assume that you wish to be contacted.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing or emailing us. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use

your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

- You can request from us a copy of the information we hold, and ask us to amend, restrict its use or where applicable, delete it, for more information on this, please see our 'Rights of Individuals Policy'

Contact Us:

Southport College
Mornington Road
Southport
PR9 0TT
reception@southport.ac.uk

King George V College
Scarisbrick New Road
Southport College
PR8 6LR
enquiries@kgv.ac.uk

You may request details of personal information which we hold about you by writing to the **Data Protection Officer** at the Southport College by emailing dataprotection@southport.ac.uk. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Complaints

If you feel you have the need to complain in relation to data processing and data protections issues, in the first instance, please contact the Data Protection Officer (DPO) on: dataprotection@southport.ac.uk

If you feel we have been unable, or unwilling, to resolve your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO are the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 08456 30 60 60

Website: <https://www.ico.gov.uk>

You can also report any concerns here: <https://ico.org.uk/concerns/handling/>

