

## Careers Service Privacy Notice

### **Introduction**

Northern Regional College (“the College”) is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your working relationship with us.

The College will process all personal data in compliance with the Data Protection Act 2018 for the purpose of providing you with careers information, advice and guidance based on your current situation and needs. Your personal information will be used to help you explore appropriate career options. We will never ask for information that is unnecessary to deliver this service.

NRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Catherine Guy.

### **Lawful Basis**

### **Personal Data**

As a FE College our main lawful basis for processing your personal data in Careers are as follows

- **Article 6.1(e)** - processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller.

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

### **Special Category**

We are also required to collect, process and maintain special category data such as data concerning your health, disability, learning need or long-term health condition. Our lawful basis for processing this information is mainly:

- Article 9.2(g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- Schedule 1(16) Data Protection Act (2018) - Support for individuals with a particular disability or medical condition

Further information is available in the College Appropriate Policy Document.

### **Categories of Personal Data**

Personal data and special category data captured may include:

- Name
- Contact details: Email, telephone number
- Date of birth
- Current situation
- Nature of enquiry
- Qualifications
- Work experience
- Disability/Medical condition

Information may be obtained directly from the individual.

The College will only collect the necessary information required for the purposes detailed in this Privacy Notice and without it the College may not be able to fulfil its obligations. Information is passed between various sections of the College for operational reasons and where a lawful basis exists to process as is necessary and proportionate for intended purposes only.

## **How do we Collect Personal Data?**

We collect personal information about clients using the careers service through the initial application stages from you, internal departmental processes, manual forms, telephone calls, disclosures from you and on-line systems.

## **Who will have access to my information, or who will you share it with?**

We will share personal information with third parties or internal staff where there is a lawful basis to do so.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.