

## Community Engagement Privacy Notice

### Introduction

Northern Regional College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. This privacy notice should be read in conjunction with the [College Wide Privacy Notice](#)

NRC 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 relationship with us.

The College will process all personal data in compliance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018 for the purpose of providing support through our Community Engagement programme for the purpose of promoting, supporting and encouraging an individual return to education. 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.

**What information do we collect about you?** The information collected may include:

- Name
- Address
- Date of birth
- Contact details
- NRC service of interest
- Additional relevant information to support application/enquiry

Information may be obtained directly from the individual, or in some cases from a third-party organisation that has obtained the information in the first instance.

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

NRC Community Engagement will collect personal data directly from an individual who is enquiring to use our service. Personal data may also be obtained from a third-party organisation e.g. referrals.

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

We will only share information where there is a lawful basis to do so. Recipients of the data may include:

- NRC Community Engagement staff
- NRC Careers staff
- NRC Student Funding staff
- NRC Learning Support staff
- NRC Teaching staff
- NRC Customer Service staff
- Third-Party Organisation who initially made the referral

## **Retention Period**

Community Engagement will only retain personal data for as long as necessary to fulfil the purpose we collected it for, for the purpose of satisfying any legal, accounting or reporting requirements. Community Engagement will retain records in line with the FE Sector Retention and Disposal Schedule.