

Website Privacy Notice 2018-19

The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. Content for the websites for the Trust and for individual colleges within the Trust is managed by NCLT.

COLLECTING INFORMATION

Most information is collected automatically. Where personal information is not collected automatically this will be made clear at the point of collection.

WHY DO WE COLLECT AND USE INFORMATION?

Automatic information is processed to estimate how much use of the server is made by different categories of users and, in the event of a breach of security, may be used to aid detection. Users are able to provide their information through electronic forms embedded in our website to be kept informed about job vacancies that are available and for news and updates.

If you have provided information to receive such information, but no longer wish to receive notifications please email data.protection@nclt.ac.uk.

CATEGORIES OF INFORMATION

As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by the College. This will include:

- Your IP address
- Browser type
- Information relating to the page you last visited.

Where you are required under this website to provide personal data, the uses of this data will be indicated at the point of collection - for example, when registering your interest for upcoming vacancies.

STORING DATA (HOW LONG IS DATA HELD FOR)

We will store data for no longer than necessary, in accordance with data protection legislation and best practice. Retention of data includes the following:

- Automatic information 30 Days
- Non-automatic information 1 year (reviewed each year)

COOKIES

Cookies are small text files that are placed on your device by websites that you visit. Our website uses cookies for two purposes:

- Essential: These are essential to the website and ensure it works. They are first party cookies set by our web server;
- Performance: These collect anonymous information about the use of our website and help us making continued improvements to the site

We do not use cookies to collect personal information about you.

Cookie	Name	Purpose
wordpress_test_cookie	WordPress Cookie availability test	WordPress sets this cookie when you navigate to the login page. The cookie is used to check whether your web browser is set to allow or reject cookies before attempting a sign-in.
_gat	Google Analytics API Rate Limiting	This cookie does not store any user information, it's just used to limit the number of requests that have to be made to doubleclick.net.
_ga	Google Analytics session ID	Used to distinguish between users and sessions http://www.google.com/analytics/learn/privacy.html
_gid	Google Analytics session ID	Used to distinguish between users and sessions http://www.google.com/analytics/learn/privacy.html
__utma	Google Analytics session ID	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics. http://www.google.com/analytics/learn/privacy.html
uid	Vimeo Analytics tracking id	Used to distinguish between users and sessions for analytics purposes
vuid	Vimeo Analytics unique id	Used to distinguish between users and sessions

a11y-high-contrast	High Contrast Preference	Stores a true/false value to determine whether user has requested a High-contrast version of the website for accessibility reasons
a11y-larger-fontsize	Large print preference	Stores a true/false value to determine whether user has requested a Larger text version of the website for accessibility reasons

Should you wish to restrict or block cookies which are set by our website you can do this through your browser settings. The 'help' function within your browser or the manual that comes with your device should tell you how. You may also wish to visit <http://www.aboutcookies.org> which contains comprehensive information on how you can do this on a wide variety of browsers. Please be aware that restricting cookies may impact on the functionality of our website.

WHO DO WE SHARE INFORMATION WITH?

Your personal data that you have provided will not routinely be sent to third parties. **In the event that we do share information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law. We will not pass your information to third parties for direct marketing purposes.**

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation data subjects have the right to request access to information about them that we hold. To make a request for this, please email data.protection@nclt.ac.uk who will process the request in partnership with the New Collaborative Trust's Data Protection Officer. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- make a subject data access request (please see link on website)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 702139.