

Work Experience (Parent) Survey Privacy Notice – 2022/23

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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.

WHO DOES THIS NOTICE APPLY TO?

This privacy notice applies to anyone completing the Work Experience (Parent) Microsoft Survey form.

DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust.

WHAT INFORMATION DO WE COLLECT?

The form is aimed at collecting basic information in relation to your employment, specifically either the employer who you work for or you as a business owner. If as a parents/carer you wish to engage with this survey, you may also be asked to provide personal information such as your name and contact information, this will only be the case if you cannot provide company contact details.

WHY DO WE COLLECT THIS INFORMATION?

Contact information is necessary for us to contact you the as the initial point of contact as an employee of the business you are providing information about. Although much of the information relating to personal data on the form is already likely to be held by the Trust, the purposes for processing information in this regard is as follows:

- **GDPR Article 6(1)a** - The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

HOW IS THIS INFORMATION COLLECTED?

We will collect the information via Microsoft Form which will be sent to you as a link.

STORING DATA (HOW LONG IS DATA HELD FOR)

The information that you provide may be used to offer students opportunities throughout the academic year of 2022/23, this means we aim to retain the information until June 2023. This information is held securely on site. Form entries will be deleted a month after the initial collection date.

WHO DO WE SHARE INFORMATION WITH?

Personal data will be used with Microsoft Office 365 as the primary source of collection. Please see the link to view Microsoft's Privacy Policy - <http://bit.ly/3nTKO6G>. Data will not be shared with other attendees or providers. Data may be shared internally between colleges.

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, please email data.protection@nclt.ac.uk. You also have the right to:

- object to processing of personal data
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- make a subject data access request

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 subsequently 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.