

The Hamlet



PRIVACY NOTICE FOR TRAINEES AND PARENTS



GDPR privacy notice for trainees and their families

Establishments are currently required to inform trainees and their families about how their personal data may be collected and used. This requirement will remain as the GDPR comes into effect on 25 May 2018; however, the provision will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR.

Who processes your information?

The Hamlet is the data controller of the personal information you provide to us. This means The provision determines the purposes for which, and the manner in which, any personal data relating to trainees and their families is to be processed. JoAnne Starling acts as a representative for The provision with regard to its data controller responsibilities; they can be contacted on 01942 824150 or enquires@hope.wigan.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires The provision to share your data. Where The provision outsources data to a third-party processor, the same data protection standards that The Hamlet upholds are imposed on the processor.

JoAnne Starling is the data protection officer. Their role is to oversee and monitor the provision's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on **01942 824150** or **dpo@hope.wigan.sch.uk**.

Why do we collect and use your information?

The Hamlet holds the legal right to collect and use personal data relating to trainees and their families, and we may also receive information regarding them from their previous school/college or LA. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

- **To support/train the trainees in skills that will equip them for life.**
- **To monitor and report on the trainee's progress**
- **To provide appropriate pastoral care**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**

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Which data is collected?

The categories of trainee information that the provision collects, holds and shares include the following:

- Personal information – e.g. names, trainee phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information
- Assessment information
- Relevant medical information
- Funding information – Parent details e.g. name, addresses, contact details, DP Payroll, DD Payroll. This information is current processed by the finance team at Hope School and College.
- Photographs – these will be used to aid our records, to record/celebrate achievements and progress throughout our journey – including promotional photos and social media.

Whilst the majority of the personal data you provide to The provision is mandatory, some is provided on a voluntary basis. When collecting data, The provision will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, The provision will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to trainees at The Hamlet and their families is stored in line with the Information Management Toolkit for Schools guidelines published by the IRMS.

In accordance with the GDPR, The provision does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The provision is required to share trainees' data with the Duke of Edinburgh on a statutory basis, this includes the following:

- Funding

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- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Hamlet will not share your personal information with any third parties without your consent, unless the law allows us to do so. The provision routinely shares trainees' information with:

- Trainees' destinations upon leaving the provision
- The local authority in which the trainee currently resides
- The NHS

Once our trainees leave The Hamlet, we are required by law to pass on certain information to the trainee's local authority, and other relevant service providers dependent on the destination of the trainee. The information provided includes addresses and dates of birth of all trainees and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

What are your rights?

Parents and trainees have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Hamlet uses your personal data.
- Request access to the personal data that The Hamlet holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Hamlet is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.



Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please visit our website www.thehamletwigan.org.uk or contact The provision on **01942 324 196**.