

# **Privacy Notice – South West College**

## **Learner Work Placements Privacy Notice**

This Student Placement Privacy Notice should be read in conjunction with South West College's "the College" Privacy Notice – Application and Enrolment.

This privacy notice is for College learners who are participating in work placement or work experience through the College's work placement scheme.

The College takes the privacy of its learners very seriously and this notice explains how the College processes and manages your personal data when you attend a College work placement. The College will process all personal data in compliance with GDPR and the Data Protection Act 2018 to provide you with the work placement and to meet our statutory obligations. We will never ask for information that is unnecessary to deliver this service. One of our responsibilities is to tell you about the different ways we collect and use your personal data.

The Data Protection Officer for the College is Joanne Lucas.

### **Categories of Personal Data**

As a learner of the College, you may participate in a work placement or work experience scheme with an external placement provider. In order to provide you with a placement in a safe and secure manner, the College will need to process the following categories of personal data and special category personal data.

- Name
- Address
- Contact details
- Next of kin (emergency contact)
- Course details
- Over/under 18 years of age
- Disabilities and/or learning difficulties (special category personal data)
- Medical conditions (special category personal data)

## Lawful Basis – Personal Data

Our lawful basis for processing your personal data in relation to your work placement or work experience 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”
- **Article 9 (2)(g)** Processing is necessary for the 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, part 2 (16)** Support for individuals with a particular disability or medical condition.

## Placement Providers

Your work placement provider is a joint “data controller” in relation to the above types of personal data (and special category personal data) which they hold for the provision of the placement. Accordingly, your work placement provider shall only process your personal data in accordance with GDPR and the Data Protection Act 2018 and the College has entered into a joint data sharing framework with each placement provider in an effort to ensure compliance by each provider.

## Who Will Have Access to my Information, or Who Will you Share it with?

The College will only share your personal information (including your sensitive personal data) as outlined above with the placement provider under the lawful basis set out above.