

# **WESTERN TUTORIAL COLLEGE**

## **PRIVACY POLICY - GDPR**

### **GDPR (General Data Protection Regulations 2018)**

#### **Who are we?**

Western Tutorial College is a limited company registered in England and Wales, registration number 07635083 and is a controller under the General Data Protection Regulation and Data Protection Act 2018.

#### **Whose data do we hold?**

We may hold data about the following people:

- Employees
- Customers
- Suppliers and service providers
- Advisers, consultants and other professional experts
- Complainants and enquirers

#### **What data will we collect?**

We will only collect information from the above people that is relevant to the matter that we are dealing with. In particular we may collect the following information from which is defined as 'personal data':

- Personal details
- Financial details
- Business activities of the person whose details we are processing

#### **Basis for processing**

The basis on which we process your personal data is one or more of the following:

- It is necessary for the performance of our contract with you
- It is necessary for us to comply with a legal obligation
- It is in our legitimate interest to do so
- You have given us your consent (this can be withdrawn at any time by advising our Data Protection Officer)

#### **How will we use your data?**

We may use your information for the following purposes:

- Provision of educational services including advising and acting on behalf of clients
- To contact you to inform you of our services
- Maintaining accounts and records
- Supporting and managing staff
- Obtaining references

#### **Who will we share your information with?**

We will not normally share your information with others, and if we do this will normally be limited to other people who will assist you with your education at the college.

If you do not pay our bills we may also disclose your information to debt collection agencies, Courts, Bailiffs and High Court enforcement officers in line with collecting the debt.

### **How long will we keep your information for?**

- We will normally keep your information throughout the period of time that we do work for you and afterwards for a period of six years as we are required to do so by law
- In some cases we may retain your information for a longer period of time and we will advise you of this at the time

### **Security arrangements**

- We shall ensure that all the information that you provide us is kept securely
- In the event of a personal data breach we shall act to minimise the effects of such a breach and (if necessary) shall liaise with the ICO and you as appropriate
- More information is available from our Data Protection Officer

### **What rights do you have?**

You have the following rights under the GDPR:

- Right to be informed
- Right of access
- Right of rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object
- Rights concerning automated decision making and profiling

### **Right of access**

- You have the right to see the information we hold about you, by giving a written request to our Data Protection Officer, together with proof of identity
- We will usually process your request free of charge and within 30 days, however we reserve the right to charge a reasonable administration fee and to extend the period of time if the request is manifestly unfounded or vexatious and/or is very complex

### **Right to erasure**

- You have the right to ask us to erase your personal data in certain cases (see Article 17 of the GDPR)
- We will deal with your request free of charge and within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation
- To exercise your right to erasure please make a written request to our Data Protection Officer

### **Who can you complain to?**

- If you are unhappy about how we are using your information or how we have responded to your request, initially you should contact our Data Protection Officer
- If your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at [www.ico.org.uk](http://www.ico.org.uk)

### **Data Protection Officer**

**Rocio Enriquez-Bucheli**

**enquiries@westerntutorialcollege.co.uk**

**0117 971 9602**