



SIR JOHN DEANE'S  
SIXTH FORM COLLEGE  
1557

## **Privacy Notice – Applicants to Sir John Deane's Sixth Form College**

The Sir John Brunner Foundation (the Foundation) collects and processes the personal data relating to Sir John Deane's Sixth Form College alumni to keep them informed about the College and opportunities for them to continue to be involved with the College. This notice outlines how the Foundation will handle your personal information.

### **Why does the foundation collect personal information?**

We use your information to keep you informed about the College and to provide you with opportunities for you to continue to be involved in the life and activities of the College. This includes providing you with services you have requested for example information about vacancies at the College.

If you provide us with contact details for a particular method of communication we will communicate with you using this method unless you tell us otherwise.

### **What personal information does the Foundation collect?**

The Foundation collects:

- Personal details
- Contact information
- Educational history
- Employment details

### **Who has access to your data?**

Your information may be accessed by College employees if access to the data is necessary for the performance of their roles, including but not limited to the marketing department, careers, personnel, the Senior Leadership Team and IT Systems.

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

### **How is this collected?**

This is provided by you through a details form on the College's website.

### **How long does the Foundation keep personal information?**

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

### **What if you don't provide your data?**

You are under no statutory or contractual obligation to provide data to the Foundation. If you do not provide the information, the Foundation will not be able to keep you informed about activities and opportunities at the College.

### **How does the Foundation Protect data?**

The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.

### **What are your rights?**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use “legitimate interests” as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk).

### **What if I am not happy with how the Foundation handles my concerns?**

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Automated decision-making**

Application decisions will never be based solely on automated decision-making.

### **Who is the Data controller?**

The Sir John Brunner Foundation.

### **Who is the Data Protection Officer and how do I contact them?**

The following have responsibility for Data Protection within the Foundation:

The Sir John Brunner Foundation – Kathryn McBurnie - [McBurnie\\_K.sjbf@sjd.ac.uk](mailto:McBurnie_K.sjbf@sjd.ac.uk)

Sir John Deane’s College – Laura Lawson - [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk)