



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## **Privacy Notice for Students**

This privacy notice is for all students of St Joseph's College and will help to inform you how the College uses your data.

### **Why does the College need to process your data?**

The College sees the provision of personal data as necessary to properly manage and safeguard you during your time at St. Joseph's College and for the College to fulfil its obligations to you.

Data will be processed for the purposes of allowing you to make the best of your time at St. Joseph's College. The College will therefore have what is called a "legitimate interest" for processing basic personal data and sensitive personal data.

The data the College holds will be the minimum it requires to allow you to thrive in your years here. There is no automated decision making or profiling involved handling this data.

### **Who do we share your data with?**

From time to time the College may need to share your data with third parties who have contracts with the College and who have equalled the College's precautions, systems and procedures for dealing with data. Reasons for this could be:

- Provider of educational services
- Extra-curricular activities
- Safeguarding
- Security
- Entry for public examinations and assessments

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the College organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it is required.

Data is also shared with third party software providers to enable you to access your own learning programmes and multiple platforms both within and out of the College.

### **How long does the College keep data for?**

The retention period for student data will be until you reach the age of 25.

### **Rights of Access to your data**

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

If you are over the age of 12, you can exercise your rights and request data being held about you by the College. Please speak to Mr Leggett for more information.



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## **Data Accuracy and the Security of data**

The College will aim to keep your personal data up to date and accurate, however, all students must notify the College of any changes to their information. In line with the General Data Protection Regulations, Mr Leggett (The Bursar) is the Data Protection Officer who will aim to ensure that all data is processed in line with this notice and the regulations.

## **Queries and Complaints**

Any comments or queries on this policy should be directed to Mr Leggett.

If you believe that the College has not complied with this policy or acted otherwise than in accordance with Data Protection Law you can make a complaint at any time in writing to Mr Leggett or by contacting the Information Commissioner's Office (ICO), although it is recommended by the ICO that steps are taken to resolve the matter with the College first.

The ICO helpline number is 0303 123 1113.