

Academy Privacy Notices – What are they all about?

What is a Privacy Notice?

New data protection regulations came into effect on the 25th May 2018. These regulations are often referred to as GDPR and this stands for General Data Protection Regulations. GDPR is all about regulating companies and organisations who “process personal information”, that is if the company or organisation collects, stores and uses personal information – your name, contact details, what qualifications you are doing etc. It’s about people respecting other’s personal information, and using it in a safe, confidential and correct manner.

As part of GDPR, any company or organisation that “processes personal information” must let you know the details of how they collect, store, use, retain and destroy your personal information. They must also let you know about your rights and responsibilities, and their responsibilities regarding your personal information.

To do this, most companies and organisations are creating “Privacy Notices” or “Privacy Policies”. In the run up to the 25th May 2018, you may have received lots of emails from companies who hold your personal information letting you know that they have updated their privacy notice and “click here to view it”!

Privacy Notices for Funded Diploma Students

When you enrol onto your funded diploma, you must complete starter paperwork, which asks for a lot of personal information. This includes your name, address and contact details, but also some more “sensitive” information. This is because your diploma is funded through the Welsh Government, and the Welsh Government provide these funds to Coleg Cambria – with whom we, the Pendine Academy, are affiliated with to provide your diploma. As part of this process, the Welsh Government needs information to satisfy its funding criteria.

Your main contact is with your *Pendine Academy Assessor*. This is the person who will help and support you to complete these documents. But, some of this data goes to Coleg Cambria, who then processes this information and send some of it onto the Welsh Government.

- **Pendine Academy** collects data on behalf of Coleg Cambria and stores and uses some of the data for its own purposes – to enable us to support you through your qualification and for us to monitor progress of all our students and assessors.
- **Coleg Cambria** stores and uses the data we have provided– to enable them to monitor and report on progress and fulfil their college responsibilities. It also passes some information onto the Welsh Government.
- **Welsh Government** stores and uses some of the data provided by Coleg Cambria – to enable them to fulfil their funding and monitoring responsibilities.

Three Privacy Notices

So, there are 3 organisations who process your data – us (the Pendine Academy), Coleg Cambria and the Welsh Government. And, this means there are 3 Privacy Notices that explain how each organisation collects, stores, uses, retains and destroys your personal information.

It’s important you understand why each organisation processes your personal information. It doesn’t mean we have to ask you for consent to use your personal information – we use it to carry out our role in providing you with your learning and qualification – but the Privacy Notice explains the legal basis we follow to process your personal information, and how we go about this.

Please have a read through the Privacy Notices, and if you have any further questions, please talk with your assessor – if they don’t know the answer, they can ask our Pendine Academy Manager or Coleg Cambria to further explain.

You can view the Privacy Notices at www.smartcaretraining.com/privacy.html at any time.