

Privacy notice for parents / carers of Worthing College students

Worthing College asks applicants to share with us the name, address, home phone number, mobile phone number and email address of their parents / carers. We collect this information so that we can keep you informed about the progress of your son/daughter's application and if they enrol at the college to keep you informed about their progress in their studies. We also use it to contact you in the event of a concern about their health and wellbeing.

Our lawful basis for retaining this data is Article 6e of the General Data Protection Regulations (2018) – this processing is necessary for us to perform our public task as an educational establishment, under the Apprenticeships, Skills, Children and Learning Act 2009.

After your son/daughter enrolls at the college we will hold your data for 10 years and then delete it. We do not normally share this information with any other organisation. Occasionally it is necessary for us to share this data with local authority social services for safeguarding and student welfare reasons.

You should contact our Data Protection Officer Ross Fuhrmann at r.fuhrmann@worthing.ac.uk if you wish to request access to the data we hold about you, to prevent processing for the purpose of direct marketing, to object to the processing of your data, to have data corrected or deleted, or to raise a concern about the way your data is processed.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>. The Worthing College Data Protection Policy is available to view on our website www.worthing.ac.uk.

