



## **Plymouth College Privacy Notice – Pupils over the age of 13.**

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly. This means you get this when the school gets your data from your parents, or within a month.

Data will be processed for the purposes of allowing you to make the best of your time at Plymouth College. The school will therefore have what is called a “legitimate interest” for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to allow you to thrive in your years here.

The school will share your data with several companies who have contracts with the school and who have equalled the school’s precautions, systems and procedures for dealing with data, these include:

- Caterers
- Photographer
- Health care service providers
- IT Contractor
- IT software provider

It is not usually necessary for data to be shared with other countries, unless you and your family are based overseas. The main exception to this will be international trips that the school 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.

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

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.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows: ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

We will obtain the data the school requires from you, should we need data from other sources we will contact you.

We see the provision of personal data as necessary to properly manage your time at Plymouth College and for the school to fulfil its obligations to you.

There is no automated decision making or profiling involved handling this data.

## **Appendix: Template Letter**

[Your full address]  
[Phone number]  
[The date]

[Name and address of the organisation]  
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

### **Information rights concern**

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully  
[Signature]