



## Queen Mary's College Website Information

### General Data Protection Information

Queen Mary's Sixth Form College collects and uses personal information about applicants, students, parents, staff and other individuals who come into contact with the College.

This information is gathered in order to enable the provision of education, monitoring the performance and achievements of students and safeguarding the health, safety and security of the College community, particularly in relation to our child protection responsibilities.

Other information relates to the College in its role as an employer so that staff can be recruited and paid. The College also has to meet its legal obligations to funding bodies and government agencies.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. As part of its working practices, The College must comply with the UK General Data Protection Regulation 2018 (GDPR).

The College has a General Data Protection Policy and Privacy Notices for Staff and Students detailing the purpose for which information is held and with whom it may be shared.

The College is registered with the Information Commissioner's Office (ICO) - registration number Z6760455.

The College's Data Protection Officer (DPO) is Judicium Education, 72 Cannon Street, London, EC4N 6AE. The following email address can be used by anyone wishing to make contact – [enquiries@judicium.com](mailto:enquiries@judicium.com)

### GDPR and the rights of the data subject

These rights are:

- The right to be informed

- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automatic decision making and profiling

## **GDPR states personal data must be:**

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specific, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date; steps should be taken to rectify or erase without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensure appropriate security of the data.

## **Subject Access Requests**

The following email address can be used by anyone external to the organisation wishing to make contact with the Data Protection Officer (DPO) to make a subject access request about their own data [info@qmc.ac.uk](mailto:info@qmc.ac.uk)

## **Freedom of Information Requests**

The Freedom of Information Act 2000 is different to GDPR legislation and provides public access to certain information (not personal data) held by public authorities. Freedom of Information requests can be made using the following email address: [Freedom.ofInformation@qmc.ac.uk](mailto:Freedom.ofInformation@qmc.ac.uk)

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