

How we use your personal information

We will use the information you have given us in a number of ways, for example:

- ✓ Provide you with advice, guidance and pastoral support
- ✓ Meet our legal obligations

What information do we need?

Information we will collect about you includes:

- ✓ Your contact details and personal characteristics (i.e. ethnic origin)
- ✓ Your employment status and that of your household
- ✓ Qualifications, examination and assessment results
- ✓ Support needs and other pastoral information

Where do we keep your data?

- ✓ The information we collect about you is used by our staff in the UK.
- ✓ Most of our data is stored in the UK; we keep some electronic data on servers located within the European Union.

How long do we keep your data?

- ✓ We are required to keep some information for a set amount of time, mainly for legal reasons.
- ✓ If you would like to read our retention policy e-mail data.protection@tynecoast.ac.uk.

Who will we share your information with?

- ✓ We may share information about you with certain other organisations, or get information about you from them; these include government departments, local authorities and examination boards.
- ✓ We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

What are your rights?

- ✓ If you do not think the information we have about you is correct you can request to see this information and have it corrected or deleted.
- ✓ If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer (data.protection@tynecoast.ac.uk) who will investigate the matter.
- ✓ If you are not satisfied with our response, or think we are not using your information in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Contacting you

- ✓ We will contact you about events and activities in relation to your application