Becky Harvey Independent Careers - Privacy Policy

**Our contact details**

Name: Becky Harvey

Address: Partridge Cottage, Zeal Monachorum, Crediton, EX17 6DF

Phone Number: 07841 027617

E-mail: beckyharvey79@gmail.com

**The type of personal information we collect**

We currently process the following information:

* Personal identifiers, contacts and characteristics for example; name, contact details, destination data and career ideas.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by Okehampton College for the following reasons:

* To provide Careers Information, Advice and Guidance
* To track Year 11 progress and ensure September Guarantee

We also receive personal information directly, from the following sources in the following scenarios:

* Directly from students during careers interviews
* Data from local FE colleges of students who have applied and application outcome.

We use the information that you have given us in order to provide accurate data for Okehampton Colleges’ use.

I never share this information with any other parties.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Nuala McDermott**

**(b) We have a contractual obligation**

**How we store your personal information**

Your information is securely stored on the shared data system of Okehampton College.

We keep this information for 7 years. We will then dispose your information by deleting it from the Okehampton College data system.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at beckyharvey79@gmail.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Becky Harvey Independent Careers at beckyharvey97@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>