

Privacy Notice – Information Rights Requests

Introduction

NWRC (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation.

As a Non-Departmental Public Body, the College has a responsibility to promote Information Rights and respond to requests from Individuals who wish to exercise any of these rights. The Information Commissioner’s Office regulates our compliance and we have policies and procedures in place to support our efforts to comply with our obligations.

All data processed for the above purposes will be proportionate and necessary. Staff will demonstrate an ethical and responsible approach when processing any such request.

The College’s Data Protection Officer is Lois McKean (DPO@nwrc.ac.uk).

Lawful Basis

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided on this form, the UK General Data Protection Regulations (UK GDPR) ‘lawful basis’ for our processing will be the following:

- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject.

Our lawful basis for processing Special Category information in relation to these requests are:

- **UK GDPR Article 9(2)(g)** – Substantial Public Interest
- **Data Protection Act (2018), Section 10, Schedule 1, Part 2 (6)** – Statutory etc and government proposes.

The information you provide will be processed in order to:

Information will be used to respond to Information Rights requests.

UK GDPR Rights include:

- Right to be Informed
- Right of Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- Right to Object
- Right to Complain to the ICO

Freedom of Information Rights are:

- Right to be informed in writing if information held by a Public Authority
- Right to have that information communicated to them

Categories of Personal Data

Personal data and special category data captured to process your enrolment may include:

- Name
- Address
- Date of birth
- Contact details (Address/Contact number/Email)
- Personal Records (e.g. HR or student)
- General records (e.g. feedback, communications)
- Special Category data
- CCTV Imagery

Please note, this list is not exhaustive as each request will have a different scope.

Who will have access to my information, or who will you share it with?

To enable the College to comply with requests, your information will be shared with the Data Protection Officer and relevant College Departments where the appropriate knowledge and skills exist to provide a full response to you.

It may also be shared with third parties such as the ICO. The College has a duty to co-operate with the ICO where necessary and may share personal information with them in response to a complaint they may receive and require further information to investigate. We may also share details with them when seeking guidance.

Your information may also be shared with College legal representatives for the purposes of seeking advice and to enable us to comply fully with legislation.

For full details on our Privacy Notice and your Rights, please visit

<https://www.nwrc.ac.uk/data-protection>