



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom

01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices - Customers

Who we are

Adult Learning at Linton Village College is part of the Academy Trust called Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or paul.stratford@theictservice.org.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to customers of our Adult Learning and our Sports Centres, or use our facilities within the Trust for personal gain. This is for the purpose of providing public facilities to the wider community which will support the development and wellbeing of individuals from all age ranges.

This personal data includes identifiers such as names, contact and bank details. It will also include sensitive personal data such as ethnic group and medical information.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of our contract with you.
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)
- Education and Skills Funding Agency (ESFA)

The collection of this information will benefit both national and local users by:

- improving the management of Adult Learning across the sector
- enabling development of a comprehensive picture of the courses being offered and how they are utilised
- informing the development of relevant courses, services, facilities for the future
- enabling ethnicity and disability monitoring; and

If you require more information about how we and / or D of E store and use your personal data please visit:

- <https://www.cambridgeshire.gov.uk/data-protection-and-foi/>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/esfa-privacy-notice>

With Consent

We may make use of limited personal data (such as contact details) to inform you of other types of events being held that you may be interested in or for research purposes, but only where consent has been provided to this.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Anglian Learning website.

<http://anglianlearning.org/governance/>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.



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If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact Adult Learning at Linton Village college on adult.education@lvc.org

More information about your rights is available in our data protection policy on the Anglian Learning website.

<http://anglianlearning.org/governance/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<http://anglianlearning.org/governance/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Anglian Learning is a Multi Academy Trust.

Company registration number 07564749