

Registered with the Information Commissioner’s Office (ICO): Coleg Sir Gar (Z6543042)

**June 2018 V1**

**Privacy notice for Staff: Inspiring Skills Excellence in Wales**

# Introduction

Taking part in Inspiring Skills Excellence in Wales is dependent on you providing personal data. Coleg Sir Gar as the project manager (hereafter, the College) will be the data controller for the personal information you provide. The College will use this information to administer and manage the Inspiring Skills Excellence project in Wales including supporting you and your students in have a go activity and skills competitions.

The project is funded by the Welsh Government and supported via the European Social Fund (ESF).

# What will the College use your information for?

The College will use your data to:

* Organise project activity
* Promote and market project activities in line with Welsh Government expectations
* Communicate with you about project activity
* Invite you to revenant project events

# Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to:

* access the personal data the College holds on you
* require the College to rectify inaccuracies in that data
* object to processing on grounds relating to your particular situation (in some circumstances)
* restrict processing (in some circumstances)
* have your data erased (in certain circumstances)
* lodge a complaint with the Information Commissioner’s office (ICO) who is the independent regulator for data protection

# How long will the College keep your information?

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| --- | --- |
| **Description** | **Retention** |
| Personal Details | Upto 3 years after project closure |
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|  |  |

**Contacts**

For details about the information the College holds and its use, or if you wish to exercise your rights under the GDPR, please see contact below:

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| Data Protection Officer  Coleg Sir Gar  Graig Campus  Sandy Road  Llanelli  SA15 4DN |
| [**dataprotectionofficer@colegsirgar.ac.uk**](mailto:dataprotectionofficer@colegsirgar.ac.uk) |
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To contact the Information Commissioner’s Office, please see details below:

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| --- |
| Wycliffe House Water Lane Wilmslow Cheshire  SK9 5AF |
| 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)  [**Home | ICO**](https://ico.org.uk/) |

# Notifications of changes

If the College intends to use your data in a different way from that stated at the time of collection, you will be notified. All of the College’s processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on [www.inspiringskills.wales](http://www.inspiringskills.wales)

# What personal information about you is collected and used by the College?

Some of the data collected by us will be **personal data** and/or **special category data** as defined in the General Data Protection Regulation which includes:

# Personal Data

* Surname and Forename(s)
* Telephone number
* E-mail address

**Who we share your Data with**

* Welsh Government, who fund the project
* Partners who work collaboratively with the project for the purposes of delivery (ie staff at organising colleges who arrange skills competitions)
* Marketing agencies appointed by the Welsh Government, for promotional purposes
* Sector champions appointed to provide specialist project support

# Security Arrangements for your data held by the College

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The data the College collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.