

Data Protection information (Privacy Notice) – Catch22 College

What does Catch22 College do?

We specialise in offering learning and training opportunities designed for you. If for whatever reason, you don't want to stay in a traditional academic environment we provide our students with a different option – the opportunity to carry on your learning in a smaller, highly supportive environment where the focus is on providing learning and training options to help you gain the skills, qualifications and experiences needed to achieve your goals in life.

We will work with you to design a programme that fits with your interests and ambitions. As well as helping you to build their skills in English and maths, you can gain recognised qualifications in work-focused subjects, work experience and take part in other activities that will help you to build confidence to enter the world of work.

Unlike most other colleges, you can join us at any point during the year once you have completed your secondary education.

Sat Heer, Operations Manager, Catch22 College
Sat.Heer@catch-22.org.uk

Catch22 College

We currently have 11 training centres across England in the following locations:

North East

- Bishop Auckland
- Peterlee
- Stanley

East Midlands

- Newark
- Nottingham

East Anglia

- Great Yarmouth
- Thetford

Essex

- Southend

Kent

- Maidstone

27 Pear Tree Street London EC1V 3AG

T 020 7336 4800 F 020 7336 4801 E info@catch-22.org.uk catch-22.org.uk

Patron: HRH The Princess Royal Catch22 Charity Limited Registered charity no. 1124127

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- Swanley

Thames Valley

- Bracknell
- Swindon

For further information please visit www.catch-22.org.uk/Catch22College

<p>What data/information do we collect</p>	<p>The catch22 College collects and processes a range of information about you, its students. Information is stored in secure locations including</p> <ul style="list-style-type: none"> ■ Approved database i.e. PICS ■ our IT system including emails and file store ■ local filing cabinets <p>These can only be accessed by authorised personnel and on a need to know basis.</p> <p>This includes:</p> <ul style="list-style-type: none"> ■ Personal information (such as name, unique student number and address) ■ Characteristics also known as ‘Special Data’ (such as ethnicity, language, nationality and country of birth) ■ Attendance information (such as sessions attended, number of absences and absence reasons) ■ Additional categories of student information that we collect/hold and/or share include; assessment information, relevant medical information, special educational needs information and behavioural information.
<p>What law allows us to do this?</p>	<p>We collect and use your information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.</p> <p>We also comply with Article 6(1)(c) and Article 9(2)(b) of the</p>

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	General Data Protection Regulation (GDPR).
Why do we require your information?	<p>We use your data:</p> <ul style="list-style-type: none"> ■ to support student learning ■ to monitor and report on student progress ■ to provide appropriate pastoral and health care ■ to assess the quality of our services ■ to comply with the law regarding data sharing ■ to safeguard and promote the welfare of students ■ to fulfil our contractual and other legal obligations ■ to provide additional activities for students, for example, off-site projects and activities and educational visits. ■ to protect and promote our interests and objectives - this includes fundraising ■ to promote the catch22 College using student images on our website and prospectus <p>Most of this information is required in order for us to fulfil legal, regulatory or Catch22 College business reasons. Where we collect information from you on a purely voluntary basis to use for a specific purpose then we will ensure you know why and that we get your consent.</p>
Where did we get your data from?	<p>Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.</p> <p>We may acquire Personal Data in a number of ways including, without limitation, the following:</p>

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	<ul style="list-style-type: none"> ■ parents and / or carers of students may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website; ■ we may acquire Personal Data from third parties such as schools and colleges, local authorities (e.g. Social Workers, Youth Offending Team workers) or from public sources.
<p>Who will we share your information with?</p>	<p>We routinely share your information with:</p> <ul style="list-style-type: none"> ■ schools and other educational sites that the students attend prior to and after leaving us ■ schools or other educational establishments for the purpose of referral or examination centre provision ■ our local authority ■ Social Care ■ Police – in the event of an incident or where an appropriate request is made in the event of an investigation or to prevent crime. ■ The Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE). To find out more please use the link below to read the full ESFA Privacy Notice 2019: https://www.gov.uk/government/publications/esfa-privacy-notice <p>To contact DfE: https://www.gov.uk/contact-dfe</p>
<p>How long will we hold on to your information for?</p>	<p>Our Data Retention Schedule stipulates the length of time for which your personal data will be stored; a copy of the policy can be obtained from Catch22 College and is also available on</p>

	the Catch22 College website..
What happens if the information in the records is wrong?	You will need to be specific about why you think the information is wrong and what you think we should do to correct it. If you can prove the information is incorrect, we will change it. If we cannot amend your record in the way you would like, we will explain the reason for this. You will be able to see a copy of your amended record.
<p>What rights do you have over the information that we hold on your behalf?</p> <p>You have several rights over your data that we are required by law to uphold. You have the following rights:</p>	
<ul style="list-style-type: none"> ▪ The right to access your data: 	<ul style="list-style-type: none"> ▪ You have the right to request a copy of your data provided that your request is not unfounded or excessive. We are required to provide you with this within one month of your request. In order to request your data, please contact the local Curriculum and Learning Lead or DPO@catch-22.org.uk
<ul style="list-style-type: none"> ▪ The right to withdraw your consent from us 	<ul style="list-style-type: none"> ▪ This right only applies in relation to our sharing of your information where we are relying on your consent as the basis for processing your information e.g. the use of photos from Catch22 College activities.
<ul style="list-style-type: none"> ▪ The right to lodge a complaint with the Information Commissioners Office (ICO) 	<ul style="list-style-type: none"> ▪ If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. ▪ Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113 in order to lodge a complaint with the regulator.

Talk to us

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If you have any concerns about the way in which your information is used when working with us, please feel free to contact Catch22's Data Protection Officers on the following email address DPO@catch-22.org.uk or by using the contact details below.

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