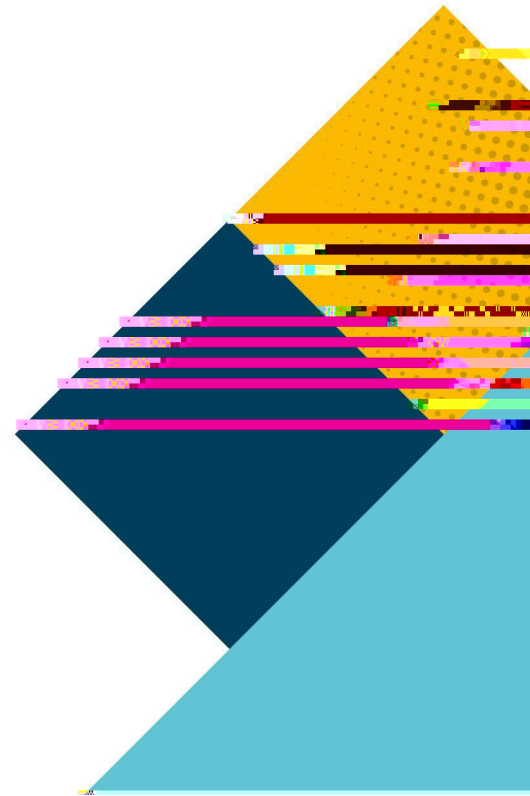




# Client Privacy Notice

## Introduction

This privacy notice is designed to help you understand how Coleg Gwent (“The College”,



Reason for Processing	Legal Basis
to enable teaching, learning & funding	Contract
for events and enrichment activities	Contract
to support the health, safety and wellbeing of e	

## How long do we keep your data?

Our complete retention schedule is available on request.

The main retention dates are:

<b>RECORD TYPE</b>	<b>LENGTH OF RETENTION</b>
Client records	Current year + 6 years
CCTV/Footage	Creation + 1 month
Promotional photographs	Current + 5 years
Feedback forms/questionnaires - relating to your service	Completion of learner's programme + 6 years.
Feedback forms/questionnaires Financial information on forms	Completion of analysis of feedback

Service provider - marketing	To provide individuals with news and events from the group
Service provider - equestrian events	to enable individuals to book equestrian events in the college's arena
service provider - telephone system	To enable staff and learners to have an efficient service when using the group's facilities
Sports club/Union	to enable teaching, learning & funding for learners and provide learners with sporting experiences related to their studies
Statistical analysis	To provide information in the public interest related to the group's performance
Educational organisation (schools, universities, colleges)	to enable teaching, learning & funding for learners
Archive facilities	to securely store paper-based documents containing personal data
Service Provider - customer services	To ensure a professional service when contacting the group
Legal organisations (solicitors, police, courts)	to support the safety of learners and staff, for court proceedings and to gain legal advice

The college's website may contain links to other websites of our partner networks, advertisers and affiliates. If you follow a link to these websites, please note that they have their own privacy notices and policies. The College does not accept responsibility or liability for these notices and policies. Please check their policies before you submit any personal data to these websites.

## Does the Group rely on automated decision making?

The Group does not use automated decision making currently.

## How do we protect your data?

The group takes the security of your data seriously. It has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the group engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to

implement appropriate technical and organisational measures to ensure the security of data.

All staff are required to take data protection training on an annual basis.

## What are your rights?

You have a number of rights under the GDPR.

This includes the right to seek the rectification or erasure of your personal data or to restrict and to object to the processing of your personal data.

You are also entitled to a copy of the data held about you, and to data portability.

Where we are processing your data, based on your consent, you also have a right to withdraw your consent to sharing data with us at any point. The Group is entitled to retain data that we are processing on other legal bases to satisfy our statutory and contractual obligations outlined above.

Requests of this nature can be made in several ways:

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