# EMPIRE COLLEGE LONDON
# PRIVACY NOTICE

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## Who We Are

**Empire College London's** registered as educational institute, our registered office located at **Forest House 16-20 Clements Road, Ilford, Essex, IG1 1BA and City Gate, 25 Moat Lane, Digbeth Birmingham, B5 5BD** and we are a company registered in England and Wales under company number **4725514**. We are registered on the Information Commissioner's Office Register; registration number **Z8725010**, and act as the **data controller/processor** when processing your data**.** Our designated Data Protection Officer/Appointed Person is **Waqas Riaz**, who can be contacted via waqas@empirecollegelondon.co.uk.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

## Information That We Collect

**Empire College London** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

***The personal data that we collect is:***

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Financial Details
- Education and Employment (previous details/references etc)
- Visual images (CCTV, photographs)
- Special Category Data (*i.e. health/medical information, details about religion, sexuality etc)*

***We collect information in the below ways:***

- Admission Application Form
- Employment Application Form
- Admission Inquiry Form
- Personal Details Update Form

## How We Use Your Personal Data

**Empire College London** takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is

necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

***The personal data we collect will be used for the following purposes:***

- HR Records Management
- Payroll and Pensions
- Safeguarding
- Staff support
- Student Records Management
- Learning and Progression
- Examinations and Achievement
- Student Support
- Marketing and Publicity

## Your Rights

You have the right to access any personal information that **Empire College London** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable)* in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

**Where necessary or required we share information with:**

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- current, past or prospective employers
- educators and examining bodies
- employer and professional organisations

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- healthcare, social and welfare organisations
- financial organisations
- survey and research organisations
- careers service
- press and the media
- local and central government
- law enforcement agencies

## Safeguarding Measures

**Empire College London** takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

## Transfers overseas

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. **Empire College London** does not transfer or store any personal data overseas.

## Consequences of Not Providing Your Data

You are not obligated to provide your personal information to **Empire College London;** however, as this information is required for us to provide you with our services/ legitimate interests, we will not be able to offer some/all our services without it.

## How Long We Keep Your Data

**Empire College London** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

## Lodging a Complaint

**Empire College London** only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority and Empire College London Data Protection Officer.

## Empire College London's Designated Data Protection Officer

**NAME:** Waqas Riaz
**POSITION:** Head of IT Department
**ADDRESS:** Empire College London
Forest House, 16-20 Clements Road, Ilford, Essex, IG1 1BA
**EMAIL:** waqas@empirecollegelondon.co.uk
**TEL:** 02085532683

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## Supervisory Authority

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane, Wilmslow
Cheshire, SK9 5AF
Telephone: 0303 123 1113 *(local rate)* or 01625 545 745 *(national rate)*
Fax: 01625 524 510
Email: enquiries@ico.org.uk

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