

Privacy Notice – Work Experience Employers

The categories of information that we collect, process, hold and share include:

- personal information (such as name and contact details)
- business information (such as postal address and contact details)

Why we collect and use this information

We use work experience data to:

- Enable students, employers and parents/carers to share essential information to make sure that health, safety and welfare of the student has been considered and that all parties approve in a placement taking place.
- Facilitate contact and visits during a work experience placement
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The lawful basis on which we process this information

We process this information under:

- **Article 6c** processing is necessary for compliance with a legal obligation to which the data controller is subject
- **Article 9** processing is necessary for public interest
- In addition to the above legal basis, you may also find that you are directed to this document via a notice which offers you to give informed consent (i.e. covered in Article 6a)

Storing this information

We hold work experience data for no longer than is necessary. Full details of data retention lists can be viewed via the following link:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share this information with

We routinely share this information with:

- The work experience management database, operated by Cornwall Council

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact dpo@celtrust.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer, Cornwall Education Learning Trust:

Dpo@celtrust.org