



Privacy Notice - Attendance at a Sir John Deane's Sixth Form College Event

The College runs a range of events to showcase our services to prospective students and parents / carers. The Sir John Brunner Foundation (the Foundation) may use the College website or third-party services including Trybooking and Mailchimp to collect and processes personal data where individuals attend College events. This notice outlines how the Foundation will handle your personal information.

Why does the Foundation collect Personal information?

In execution of a public task or in some cases in carrying out a contract we use your information to monitor the number of people attending the events, to contact you to provide an update on an event you have registered for or attended and to seek feedback on the event.

We may send you information about making an application to the College and/or future events. We will offer you the opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of an unsubscribe).

For more information about how Eventbrite uses your personal information please see https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB For more information about how Mailchimp uses your personal information please see <https://mailchimp.com/legal/>

Who has access to your data?

Your information will be shared internally, including with members of College staff where access to the data is necessary for the performance of their roles, including but not limited to the Marketing and Admissions departments.

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

What personal information does the Foundation collect?

When you register to attend an event, we collect your contact details:

- Name
- Phone number
- Email address

Depending on your age and the type of event we may also ask for the school you attend, your year group and contact details for a parental/emergency contact.

Your photograph or video may also be taken and used as part of promotion of the College events or activities taking place.

How is this information collected?

This information may be collected via the College website, Trybooking and / or Mailchimp.

How long does the foundation keep personal information?



We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).
Your details will be kept for a period of the current academic year plus one year.

What if you don't provide your data?

You are under no statutory or contractual obligation to provide data to the Foundation. However, if you do not provide the information, you will be unable to register for an event.

How does the Foundation Protect data?

The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.

What are your rights?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at dataprotection@sjd.ac.uk.

What if I am not happy with how the Foundation handles my concerns?

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

Who is the Data controller?

The Sir John Brunner Foundation.

Who is the Data Protection Officer and how do I contact them?

The following have responsibility for Data Protection within the Foundation:

- **The Sir John Brunner Foundation** – Kathryn McBurnie - McBurnie_K.sjbf@sjd.ac.uk
- **Sir John Deane's Sixth Form College** – Laura Lawson - dataprotection@sjd.ac.uk