



Privacy Notice – Registering an account with Sir John Deane's Sixth Form College's Application System

The Sir John Brunner Foundation (the Foundation) collects and processes personal data relating to registered students to manage the application process effectively. This notice outlines how the Foundation will handle your personal information.

Why does the foundation collect Personal information?

The Foundation needs to collect and process data in order to verify your registration and to guide aspiring applicants through the foundation's application process.

The Foundation has a legitimate interest in processing personal data at registration for the following reasons:

- To ensure the contact details are correct.
 - Allowing the Foundation to effectively communicate the application process to applicants
 - Communicate updates on the application process
 - Inform applicants of the outcomes of their application.
- To ensure that relevant information is communicated to applicants throughout the application process.
- To ensure applicants are eligible to apply for a place within the Foundation.

What information does it collect?

During the registration process the Foundation collects:

- Contact name
- Email address
- Date of birth

Who has access to your data?

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Your information may be accessed by members of the Admissions and Technical Services departments if access to the data is necessary for the performance of their roles.

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.

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.

How long does the Foundation keep personal information?



Your registration details will be kept until the end of the current application period, allowing prospective applicants to apply at any time during this period. After the application period is closed, all registered accounts will be removed.

What if I do not provide personal data?

The information requested on the registration form is the minimum required to access the service. The Foundation cannot provide access to the application system without this information being provided.

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.

Automated decision-making

Application decisions will never be based solely on automated decision-making.

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