



## Legal Advice

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 together replaced the Data Protection Act 1998. We are providing this privacy notice in compliance with this new legislation.

### Who is the Data Controller?

The Data Controller of the information we collect about you is Coleg Gwent, 16 Capel Street, Monmouth, NP23 5TA. We have designated representatives on behalf of the Group. These are the Principal, the Vice Principals and the Director of Estates and Facilities.

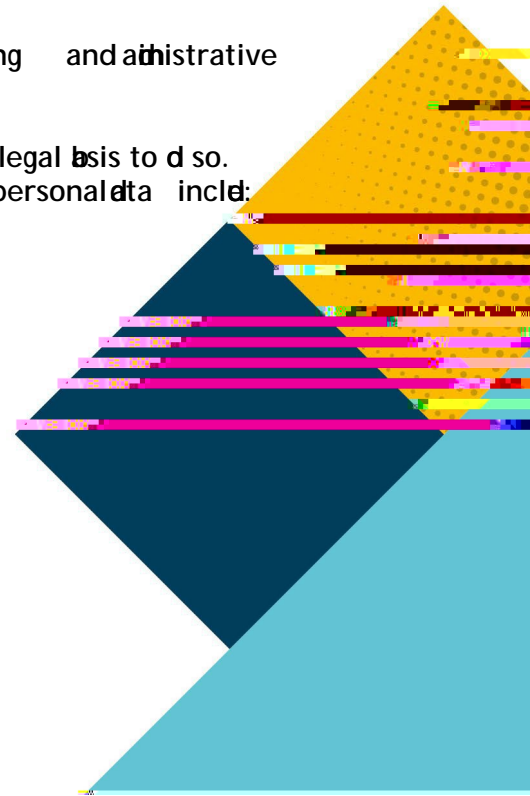
The College also has a Data Protection Officer, who can be contacted on [DPO@oleggwent.ac.uk](mailto:DPO@oleggwent.ac.uk).

### Why do we collect your data and the legal grounds for doing so?

Data collected by the Group is used for teaching, statistical, marketing and administrative purposes connected with your studies and professional courses.

The Law says we can only collect or process your data if there is a legal basis to do so. The legal bases on which the Group relies to process all types of personal data include:

- o to fulfil a contract we have with you



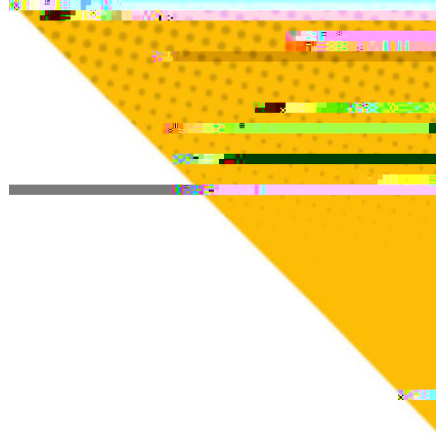
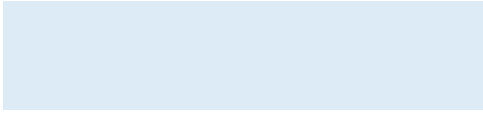
Reason for processing	Legal Basis
to enable teaching, learning & funding	Contractual obligations
for events and enrichment activities related to your studies	Contract
For trips and visits	Consent
To ensure technical support for the college systems to provide occupational health serviET.1 267.36dr 0 1	Contractual obligations

- Information on your marital status, next of kin, dependents and emergency contacts
  - Information about your nationality and entitlement to study/work in the UK
  - Information about your criminal record and unspent convictions. This is special category data and the group takes particular care in processing this information
  - Details of your schedule (days of work/study and working/study hours) and attendance at Group/work
  - details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
  - details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
  - assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
  - information about medical or health conditions, including whether or not you have a disability for which the Group needs to make reasonable adjustments; and
  - equal opportunities monitoring information including information about your ethnic origin,
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The main retention dates are:

RECORD TYPE	LENGTH OF RETENTION
Learner I-file	Current year + 6 years

The Group partners with a number of third parties with whom we share data. We do not use any third party located outside of the EU and all data storage is



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 other legal bases though to satisfy our statutory and contractual obligations outlined above.

Requests of this nature can be made in several ways:

1. Contact the Data Protection Officer by e-mailing [DPO@colegggwent.ac.uk](mailto:DPO@colegggwent.ac.uk)
2. By completing a data protection enquiry form on the website.
3. By completing a subject access request form available on the privacy page of the website and posting to:

The Data Protection Officer  
Coleg Gwent  
Crosskeys Campus  
Risca Road  
Crosskeys  
Caerphilly  
NP11 7ZA

If you feel