

# The Mount Camphill Community

## Privacy Notice for Prospective Students

You have a legal right to be informed about how The Mount Camphill Community uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, The Mount Camphill Community, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Glen Farmer (see 'Contact us' below).

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at The Mount Camphill Community.

For the same reasons, we get information about you from some other places too – like other colleges, schools, your local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- Videos

### **Why we use this data**

We use this data to help run The Mount Camphill Community, including to:

- Get in touch with you and your parents when we need to
- Make sure that we are able to provide for your particular needs in care and education
- Look after your wellbeing if you come for an assessment visit

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way (for example using un-named photographs or videos of you in publications, to help record progress in your education or on our social media sites).
- We need to protect your interests (or someone else's interest)

## **The Mount Camphill Community**

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Where we have permission to use your data, you or your parents/carers may withdraw this at permission at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

#### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

#### **How we store this data**

We will keep personal information about you while you are a prospective student at The Mount Camphill Community. We may also keep it even if you do not come to The Mount Camphill Community, where we are required to by law.

We have a Data retention policy which sets out how long we must keep information about prospective students. A copy of this policy is available from the Data Protection Officer.

#### **Data sharing**

We do not share personal information about you with anyone outside The Mount Camphill Community without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Your local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education to meet funding and reporting obligations
- Your family and representatives to update them on progress and well being
- Educators and Awarding Organisations to enable student assessment
- Our regulators [e.g. Ofsted, The Care Quality Commission] to maintain quality standards
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations to promote continuing development within the sector
- Health and social welfare organisations to maintain your well-being
- Professional advisers and consultants to promote continuing quality and standards of the Community
- Charities and voluntary organisations for fundraising activities
- Police forces, courts, tribunals to comply with legal obligations

## The Mount Camphill Community

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#### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

#### **Your rights**

##### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

#### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

#### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Glen Farmer
- Email: [glen.farmer@mountcamphill.org](mailto:glen.farmer@mountcamphill.org)
- Tel: 01892 782025, or extension 224 from within the Mount
- Address: The Mount Camphill Community, Faircrouch Lane, Wadhurst, E.Sussex, TN5 6PT

**Glen can normally be found in the office behind reception.**