



## **Privacy Notice – Information Rights Requests**

### **Introduction**

NWRC (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation.

As a Non-Departmental Public Body, the College has a responsibility to promote Information Rights and respond to requests from Individuals who wish to exercise any of these rights. The Information Commissioner’s Office regulates our compliance and we have policies and procedures in place to support our efforts to comply with our obligations.

All data processed for the above purposes will be proportionate and necessary. Staff will demonstrate an ethical and responsible approach when processing any such request.

This Notice will provide further information about how your personal data will be used.

The College’s Data Protection Officer is Lois McKean ([DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk)).

### **Lawful Basis**

The College is permitted to process personal data where there is a lawful basis to do so. Under the UK General Data Protection Regulations (UK GDPR) our lawful basis for processing is:

- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject.

Our lawful basis for processing Special Category information in relation to these requests are:

- **UK GDPR Article 9(2)(g)** – Substantial Public Interest
- **Data Protection Act (2018), Section 10, Schedule 1, Part 2 (6)** – Statutory etc and government proposes.

### **The information you provide will be processed in order to:**

Information will be used to respond to Information Rights requests.

UK GDPR Rights include:

- Right to be Informed
- Right of Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- Right to Object
- Right to Complain to the ICO

Freedom of Information Rights are:

- Right to be informed in writing if information held by a Public Authority
- Right to have that information communicated to them

Information provided may be used to validate an individual's identity to locate requested information in response to Subject Access Requests for personal data. Freedom of Information requests are considered 'applicant blind' and the College will not take an individual's identity into account. An individual's details will be used to communicate with them regarding requests, for example to acknowledge the request, to seek clarity if necessary and to provide a response.

For Data Protection requests, personal information within the scope of the request will be collected and assessed within the provisions of the legislation. It may also be redacted, collated and withheld if legislation does not permit release. However, the College will communicate this with you.

### **Categories of Personal Data**

Personal data and special category data captured to process your enrolment may include:

- Name
- Address
- Date of birth
- Contact details (Address/Contact number/Email)
- Personal Records (e.g. HR or student)
- General records (e.g. feedback, communications)
- Special Category data
- CCTV Imagery

Please note, this list is not exhaustive as each request will have a different scope.

### **Who will have access to my information, or who will you share it with?**

To enable the College to comply with requests, your information will be shared with the Data Protection and Information Compliance Officer and relevant College Departments where the appropriate knowledge and skills exist to provide a full response to you.

It may also be shared with third parties such as the ICO. The College has a duty to co-operate with the ICO where necessary and may share personal information with them in response to a complaint they may receive and require further information to investigate. We may also share details with them when seeking guidance.

Your information may also be shared with College legal representatives for the purposes of seeking advice and to enable us to comply fully with legislation.

For full details on our Privacy Notice and your Rights, please visit [Privacy and Data Protection | North West Regional College](#).