



May 2018

# Privacy Policy

## 1. Scope

All student data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to 'I Can Sign' collecting/processing their personal data.

2.2 I Can Sign Centre who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

I Can Sign Centre provides British Sign Language courses in Bristol, Bath and Cardiff breaking down communication barriers to make the world a more inclusive place for Deaf people.

Our Data Protection Officer / GDPR Owner and data protection representative can be contacted directly here:

- ([chris@ics-centre.co.uk](mailto:chris@ics-centre.co.uk))

The personal data we would like to collect from you is:

- personal details (Name, address, date of birth, email)
- emergency contact details
- education and sometimes employment details
- student record ID
- visual images (Camera Recording, Photographs)
- physical or mental health details
- racial or ethnic origin
- social group [deaf, hard of hearing, deafened, deaf-blind, hearing]

The personal data we collect will be used for the following purposes:

- Student Records Management
- Examinations and Achievement
- Safeguarding
- Student Support
- Student Learning – IT Systems (Email, storage, e-learning)
- Marketing and Publicity
- security organisations
- police forces, prison and probation services, courts and tribunals
- suppliers and service providers

We sometimes need to share the personal information we process with the individual them self and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- educators and examining bodies

Our legal basis for processing the personal data:

I Can Sign Centre processes data in order to fulfil contractual obligations such as

- Exam Board (Signature)
- Police forces, courts and tribunals

Privacy notice for this personal data processing is recorded on 'I Can Sign Centre' Website <http://www.ics-centre.co.uk>

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for I Can Sign Centre to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by emailing [info@ics-centre.co.uk](mailto:info@ics-centre.co.uk) and asking for the 'Consent Withdrawal Form'.

GDPR DOC 2.7A.

### 3.3 Disclosure

I Can Sign Centre will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Organisation

- Signature [a trading name of CACDP]:

Purpose

for the enrolment and certification of your BSL assessments.

### 3.4 Retention period

I Can Sign Centre will process personal data for whilst you are a student and will store the personal data for a number of years for the purpose of training. The retention period for different classifications of personal data has been established in line with information management guidelines. Please refer to view *GDPR DOC 2.3* data retention periods.

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
  - Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
  - Right of portability – you have the right to have the data we hold about you transferred to another organisation.
  - Right to object – you have the right to object to certain types of processing such as direct marketing.
  - Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
  - Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.
- All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by I Can Sign Centre (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and I Can Sign Centre data protection representatives Data Protection Officer / GDPR Owner.

The details for each of these contacts are:

**Supervisory authority contact details** [Data Protection Officer (DPO)] / [GDPR Owner] contact details:

Contact Name: Christopher Lewis  
 Address line 1: I Can Sign Centre  
 Address line 2: 3FC082, UWE  
 Address line 3: Coldharbour Lane  
 Address line 4: Bristol  
 Address line 5: BS16 1QY  
 Email: [info@ics-centre.co.uk](mailto:info@ics-centre.co.uk)

### 4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

*"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".*

#### **How we use your information**

This privacy notice tells you how we, I Can Sign Centre, will collect and use your personal data.

#### **Why does 'I Can Sign Centre' need to collect and store personal data?**

In order for us to provide you with a service we need to collect personal data and possibly your employment, course studies and examinations. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes I Can Sign Centre would contact you for additional consent.

Will 'I Can Sign Centre' share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to I Can Sign Centre in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will I Can Sign Centre use the personal data it collects about me?

I Can Sign Centre will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. I Can Sign Centre is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will I Can Sign Centre contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure

Can I find out the personal data that I Can Sign Centre holds about me?

I Can Sign Centre at your request, can confirm what information we hold about you and how it is processed. If I Can Sign Centre does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of I Can Sign Centre or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

Contact Details of the Data Protection Officer / GDPR Owner:

Contact Name: Christopher Lewis  
Address line 1: I Can Sign Centre  
Address line 2: 3FC082, UWE  
Address line 3: Coldharbour Lane  
Address line 4: Bristol  
Address line 5: BS16 1QY  
Email: [info@ics-centre.co.uk](mailto:info@ics-centre.co.uk)

### **Document Owner and Approval**

The I Can Sign Centre Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to everyone publicly and will be stored on the I Can Sign Centre website and a link to the policy will be found on the enrolment form.

This procedure is issued on a version controlled basis.

### **Change History Record**

	<i>Issue 1.0</i>
<i>Description of Change:</i>	<i>Initial Issue</i>
<i>Date of Policy:</i>	<i>21/05/2017</i>