

# UWCGB

## Privacy Notice

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UWCGB will use the personal data obtained from you for the purpose of determining which students are selected to be offered places at UWC schools. The terms of the contract or agreement are contained in documents contained on the UWC website. The lawful purpose for obtaining and retaining your data is for this “performance of a contract”.

Anna Moses is the Data Controller at UWCGB and can be contacted at [secretary@uwcgb.org](mailto:secretary@uwcgb.org) or **83 Crampton Street, Flat 211, London SE17 3BT.**

You hereby confirm that you are consenting to UWCGB use of your personal data for the aforementioned purposes. If you are under 16 years old, one of your parents must give consent for the use of your data.

### What is Personal Data?

The EU’s General Data Protection Regulation (“GDPR”) defines “personal data” 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”.*

### What is Sensitive Personal Data

The GDPR classifies certain data, referred to as sensitive data, as belonging to “special categories”, as follows:

- Racial origin;
- Ethnic origin;
- Political opinions;
- Religious beliefs;
- Membership to a trade-union;
- Genetic data;
- Biometric data;
- Health data;
- Data concerning a natural person's sex life;
- Sexual orientation; and
- Other.

We are unable to process sensitive data unless you or your parent has given explicit consent if you are over 16 year of age for the processing of the data for the prescribed explained earlier in this notice.

### **Why does UWCGB need to collect and store personal data?**

UWCGB is committed to ensuring that all personal data collected and processed is appropriate for the stated purpose and shall not constitute an invasion of your privacy. We may share your personal data with third parties as part of the selection procedure. We are likely to need to share your personal data with UWC schools in the UK and abroad.

The third parties will be contracted by us and we shall ensure that they will hold your personal data securely and shall use it only in order to fulfill the purpose for which they are contracted. When there is no longer a need, or the contract comes to an end, we will use our best endeavors to ensure that to the third party will dispose of all personal data according to our procedures. We will never share your personal data with third parties until we have received your consent, unless we are required do so by law.

### **How UWCGB uses your information**

UWCGB will process your data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavor to keep your personal data up-to-date, ensuring its accuracy and will not keep it for longer than it is required.

We shall never be intrusive or invasive of your personal privacy and shall not ask you to provide data that is irrelevant or unnecessary and we will enact measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible.

We will retain your sensitive personal data for no longer than 3 years and your other data for no longer than 6 years.

### **Right to Request Access to Data**

You have right to request access to and copies of your personal data that we hold. You have a right to inform us if the personal data is incorrect and requires rectifying, to erase the data and to request a restriction of processing of the data.

### **Right to Withdraw Consent**

Although the legal reason for obtaining and processing your data is the performance of the contract between yourself and UWCGB, you have a right to inform us if you do not consent to us continuing to hold your personal data for this purpose. We may still be required after any consent

has been withdrawn to retain some or all of the data held about you for regulatory or statutory purposes. We will retain no more than is required for those purposes.

**Right to Complain.**

You have a right to complain to the Information Commissioners Office about how we obtain, control and process your personal data. The ICO's contract details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

