

Privacy Notice

THE PURPOSE OF THIS PRIVACY NOTICE

This notice tells you what to expect in relation to personal information held about you which is collected, handled and processed by Iona. The General Data Protection Regulation (GDPR) is a new regulation which replaces the Data Protection Regulation. Your rights under GDPR are set out in this notice and apply from 25th May 2018.

ABOUT US

Iona is a DSA-QAG Accredited Assessment Centre that carries out needs assessment for students, in higher education. For the purposes of the Data Protection Legislation we are the 'data controller'.

HOW WE COLLECT YOUR PERSONAL DATA

Under GDPR personal data is defined as any information relating to an identified or identifiable person (data subject). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, address, photograph or identification number. We may collect personal data from you when you contact us by email or telephone.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

May include:

- Name.
- Address.
- Email address.
- Telephone numbers.
- Medical evidence.
- Details of contact we have had with you in relation to the provision, or the proposed provision of our services.
- Our correspondence and communications with you.

HOW WE USE THE PERSONAL DATA WE HOLD ABOUT YOU

- We use your personal data in order to process your needs assessment report.
- For auditing purposes.

DATA RETENTION

Iona will retain your data for as long as is necessary to fulfill the purposes for which it is collected. When assessing what retention period is appropriate for your personal data, we take into consideration:

- The requirements of our business and the service we provide.
- Any statutory or legal obligations.
- The purposes for which we originally collected the personal data.
- The types of personal data we have collected.
- The amount and categories of your personal data.

Where we need to use your personal data for another reason, other than for the purpose for which it was collected, we will only use your personal data where that reason is compatible with the original purpose.

DATA SHARING

We will share your personal data with:

- Assessors and staff working for Iona.
- Student Finance England, for processing student needs assessment reports.
- DSA-QAG for audit purposes.

DATA SECURITY

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. Once we have received your information, we will use strict procedures and security measures to prevent unauthorised access.

RIGHTS OF ACCESS

The personal data that we hold about you needs to be accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

Under certain circumstances, by law you have the right to:

- Request access to your personal data that we hold about you.
- Request correction of your personal data that we hold.
- Request erasure of your personal data.

- Request the restriction of processing of your personal data. You may ask us to suspend the processing of your personal data, for example if you want us to establish its accuracy or the reason for processing it.

If you want to exercise any of the above rights, please email our Data Protection Point of Contact at r.kitch@iona-kase.co.uk.

We may need to request specific information from you, to help us confirm your identity and ensure your right to access the information.

RIGHT TO WITHDRAW CONSENT

In certain circumstances where you have provided your consent to the collection, processing and transfer of your personal data, for a specific purpose, you have the right to withdraw your consent.

To withdraw your consent, please email our Data Protection Point of Contact at r.kitch@iona-kase.co.uk.

CONTACT US

If you have any questions about this privacy notice or you would like to speak to someone about how we process your personal data, please email our Data Protection point of Contact at r.kitch@iona-kase.co.uk or phone 01227 811813. If you would prefer to write to us, please address your enquiry to:

The Data Protection Point of Contact
Iona Kent and South East Assessment Centre
Canterbury Innovation Centre
University Road
Canterbury
Kent
CT2 7FG

You also have the right to make a complaint to the Information Commissioner's Office (ICO). The ICO is the UK supervisory authority for data protection issues. The ICO's contact details are:

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

Website: <http://ico.org.uk/concerns> Telephone: 0303 1231113