



Highbury College takes its obligations under the Data Protection Act very seriously and will always ensure personal data is collected, handled, stored and shared in a secure manner. To provide you with information about the processing of personal data the College has created privacy notices for you to clearly understand how the College uses and keeps secure confidential and personal information.

One of our responsibilities is to tell you about the different ways in which we use your personal information, what information we collect (and the basis for doing so), why we collect it, where we collect it from and whether (and with who) we will share it.

Some of the third-party organisations who provide services to the College are based outside Europe and in these cases your personal information will be transferred outside the EU to their hosting facilities and those of their sub-processors. In all such cases the College is satisfied that the organisation processes personal information in accordance with European Data legislation.

The personal information you provide is part of a consultation process. It will not be published as part of the outcome of the consultation. Only comments and responses will be made public. Your personal information will be kept for 12 months and then destroyed in a secure manner.

You retain the following rights:

- the right to access your personal information, using the College's Subject Access Request process.
- the right to have inaccurate personal information changed.
- the right to restrict the processing of your personal information.
- the right to object to the processing of your personal information.
- The right to lodge a complaint with the Information Commissioner's Office in relation to how Highbury College has processed your data. You can do this by visiting – <https://ico.org.uk/make-a-complaint/>.

For further information about data protection at Highbury College please go to [How we use your data | Highbury AC](#)

Our Data Protection Officer is Zoe Martin. If you have any questions about the ways in which we use your personal information, please contact our Data Protection Officer at dpo@highbury.ac.uk or by phone on 02392 383131 or by post at Tudor Crescent, Portsmouth PO6 2SA.