

## **DATA PRIVACY NOTICE**

### **BEACON SUPPORT LTD**

**MAY 2018**

#### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

#### **Who are we?**

Beacon Support Ltd ('Beacon') is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

Beacon complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

#### **We use your personal data for the following purposes:**

- Creation and ongoing update of Individual Learning Plans ('ILPs') and Mentoring Support Plans ('MSPs') for data subjects;
- Completion and submission of confirmation (time) sheets for Student Finance Wales, Student Finance England and the Open University;
- Review of individual student Needs Assessment Reports to confirm support requirements;
- Review of individual student DSA2 confirmation of support letters to confirm support requirements;
- Completion of support tracking schedules for specialist study skills and specialist mentoring support
- Written (email) and verbal (telephone) interaction with the following regarding individual support issues:
  - I. Data subjects
  - II. Student funding bodies
  - III. Needs Assessors
  - IV. NMH providers
  - V. HEI Disability Advisers
  - VI. HEI Administrators
  - VII. HEI Academic staff
  - VIII. DSA-QAG

- IX. Specialist Study Skills Tutors
- X. Specialist Mentors

### **What is the legal basis for processing your personal data?**

The legal basis for processing your personal data is Article 6 'Consent of the data subject'. (*Note: the data subject consent form is available on request by emailing [support@beacon-services.org](mailto:support@beacon-services.org)*).

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with the following parties (where required):

- I. Student funding bodies
- II. Needs Assessors
- III. NMH providers
- IV. HEI Disability Advisers
- V. Specialist Study Skills Tutors
- VI. Specialist Mentors

We will only share your data with third parties outside of Beacon with your consent.

### **How long do we keep your personal data?**

To determine the retention period of your personal data, we consider several criteria to ensure we do not keep your personal data for longer than is necessary or appropriate. These criteria include:

- The purpose for which we hold your personal data;
- Our statutory and regulatory obligations in relation to that personal data;
- Whether our relationship with you is ongoing, for example, whether you continue to receive support from Beacon;
- Any specific requests from you in relation to the deletion of your personal data, and;
- Our legitimate business interests in relation to managing our own rights, for example the investigation and defence of any complaints received.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Beacon holds about you;
- The right to request that Beacon corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Beacon to retain such data;
- The right to withdraw your consent to the processing at any time

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable), and;
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- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Beacon at [support@beacon-services.org](mailto:support@beacon-services.org).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Beacon Support Ltd

25<sup>th</sup> May 2018