

The College therefore uses personal data in order to deliver a contract of service to you; or to comply with a legal requirement; or may use your consent; and also may have a legitimate interest which is lawful to process your personal information.

5. Who will my personal information be shared with?

We will only share your personal information as necessary with internal College staff and supervised students undertaking training courses, suppliers and vendors required to deliver the service that you have requested, and other parties necessary to conduct payment checks and processing.

6. How can I access my personal information?

~~To make a request to access personal information, please contact the College's Designated Data Controller via this number {insert contact number} or contact kerryhiskey@suffolk.ac.uk.~~

7. How long is my information kept?

We will store your personal information for as long as necessary in order to:

- a) Deliver the service you have requested.
- b) Comply with legal requirements pertaining to the retention of records, including financial regulations with regard to payments.
- c) Make it easier for you to make future bookings or use of the service, by retaining your contact details for a period of up to 24 months, subject to your consent, or with your ability to opt-out and have your information removed at any time.

The College maintains a full list of information categories and how long each is kept for which is available upon request.

8. Who can I contact if I have any queries about the information held?

Each service point will have a manager or supervisor who can be queried.

~~Alternatively, you can also contact the College's Designated Data Controller via this email address dataprotection@suffolk.ac.uk~~

The College does not currently rely on any automated decision-making on personal data that affects learning or personnel outcomes. The result of any automatic processing of this type of data is only used to inform human decision-making.

This includes reviewing performance, absence, examinations and assessments, etc.

However, we are required to perform automated checking of certain activities for security/safeguarding and acceptable use purposes, such as internet surfing and scanning email to protect the College and its users from unsuitable or illegal content and computer malware and viruses.

In these circumstances, as speed is critical, the automated action of the security/scanning software is accepted. However, appeals can be made to IT Services to unblock websites or create exceptions