Data Protection Privacy Notice – Students with PEEPs and PAPs

(Personal Emergency Evacuation Plans and Personal Assistance Plans)

The College processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. The College’s registered office is 42 Queen Square, London WC1N 3AQ.

The college’s Data Protection Officer is Beverley Campbell. Beverley can be contacted by email – [dpo@marywardcentre.ac.uk](mailto:dpo@marywardcentre.ac.uk)

The reason for collecting this personal data is so that we can provide you with the best possible educational experience whilst you are at the Mary Ward Centre (Personal Assistance Plans [PAPs]) and that arrangements are in place to ensure that you are able to safely leave the building in the case of an emergency (Personal Emergency Evacuation Plans [PEEPs]). This means the legal basis for processing this data is to fulfil our contract with you in providing adult education.

The information we gather is designed to ensure that we are able to tailor our provision so that we can best meet your needs, both in terms of your learning and your physical safety. All of the personal data provided in order to compile your PAP and/or your PEEP will be kept for a maximum of 5 years.

This personal data will only be shared with those who will be working with you or may have a responsibility for your safety. In the main this will be the appropriate tutor(s) and the Access to Services staff. We will not share it with anyone for the purpose of sales or marketing without obtaining your explicit consent to do so.

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found in our Data and Records Management Policy on our web-site at <http://www.marywardcentre.ac.uk/about/DP> . If you are not satisfied that your personal data is being processed properly, and the *College* has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner’s Office (ICO). More information about how you can do this is available at the ICO’s web-site www.ico.org.uk.