

Data Protection Statement

Godalming College needs to keep certain information about its employees, students and other users in order to monitor performance, achievements, references as well as ensuring legal obligations to funding bodies and government are complied with.

The College Management Information System records your details on our computerised database from receipt of your application form. This allows the College to track students and employees and is useful if any queries arise after your first contact with us. Only authorised staff can access the information held in our systems, and Godalming College is bound by the Data Protection Act 1998 and its eight principles which requires that data must be:

- Processed fairly and lawfully
- Obtained and processed for specific and lawful purposes
- Be adequate, relevant and not excessive for the purpose
- Be accurate and up to date
- Kept only for as long as necessary
- Be processed in accordance with the data subject's rights
- Be securely kept
- Not be transferred to a country outside the European Economic Area unless that country has equivalent levels of protection for personal data

Information may be made available to the individual upon request, at reasonable intervals, and without undue delay with regards to any data, and where appropriate, to have such data corrected or erased. There may be a charge for this.

If a third party is involved in any communications the third party will also be bound by the Data Protection Act and is therefore not authorised to divulge any personal details about students/employees of Godalming College. We may supply information to the third party:

- To College employees who require the information to carry out their normal duties (e.g. UCAS references, exams)
- To external contacts only if there is a specific authority to do so

In these circumstances personal details may be provided so that the third party can be fully aware of the referral and assist the student to the highest possible level.

In order to ensure that the information that we keep is accurate, we ask that you inform the College promptly of any change to your personal details