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[Privacy Policy](#)

Evolution Foundation College Ltd – Privacy Policy

Last Revised: 04 February 2022

EVOLUTION FOUNDATION COLLEGE LTD RESPECTS YOUR PRIVACY

Evolution Foundation College Ltd is committed to a policy of protecting the rights and privacy of individuals (including college students, staff, guest teachers and others) in accordance with the General Data Protection Regulation (GDPR) 2016.

Evolution Foundation College needs to process certain information about its staff, students in training and other individuals it has dealings with for administrative purposes (e.g, pay staff, to administer performance projects/showcases, to record student progress, to collect college training fees, to recruit potential new students and to comply with legal obligations to funding bodies and government agencies).

To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

The policy applies to all students and staff of the college. Any breach of the General Data Protection Regulation (GDPR) 2016 or the Evolution Foundation College Data Protection Policy is considered to be an offence and in that event, disciplinary procedures may apply.

As a matter of good practice, other agencies and individuals working with Evolution Foundation College, and who have access to personal information, will be expected to have read and complied with our privacy policy.

GDPR Principles

The following principles are complied with when processing personal data:

Data is processed fairly and lawfully

Data is processed only for specified and lawful purposes

Processed data is adequate, relevant and not excessive

Processed data is accurate and, where necessary, kept up to date

Data is not kept longer than necessary



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Data is processed in accordance with an individual's consent and rights

Data is kept secure

Data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

Lawful Basis of Processing Data

The lawful basis of processing of data will always be determined prior to any data being processed. The laws for processing personal data under the GDPR are as follows:

Consent – the individual has given their Consent to the processing of their personal data – i.e. You have ticked a box giving consent when completing the On-Line Application form or the General Enquiry form.

Contractual – processing of personal data is necessary for the performance of a contract to which the individual is a party – i.e. you have been offered and have accepted your place to attend the college and we need your details to maintain contact with you about this.

Legal Obligation – processing of personal data is necessary for compliance with a legal obligation to adhere to the college Terms & Conditions – i.e. To share specific information on college guidelines.

Public Task – processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority

Vital Interests – processing of personal data is necessary to protect the vital interests of the individual or another individual

Evolution Foundation College processes personal data under one, or more, of the following Lawful Bases:

Consent

Contractual

Legal Obligation

Type of Personal Data Being Processed

The type of personal data being processed may include:



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Full Name

Full Postal Address

Date of birth

Gender

Contact Telephone Numbers

Email Address

Emergency contact details

Previous injuries or illnesses

Allergies

Previous training details

Headshot photograph

Full length photograph

How Personal Data is Collected

Personal data is obtained from one or more of the following:

Visits and use of the Evolution Foundation College website Enquiry form

Use of the Evolution Foundation College website On-Line Application form

Use of Evolution Foundation College social media sites

Use of Google Analytics

Parties entering into agreements with Evolution Foundation College

Employment enquiries



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Why Personal Data is Collected

Personal data is collected to provide legitimate business services which include:

For Marketing purposes

For us to review and reply to your enquiry

To meet our statutory monitoring and reporting responsibilities

To handle and communicate college training fees, invoice payments

To improve Evolution Foundation College services and product offering

How Personal Data is Used

Personal data may be used to:

Process a request for further information, to maintain records and to provide pre-training and post-training support.

Carry out our obligations arising from any contracts entered into by you and us

Comply with legal requirements

We may use a third party to carry out certain activities, such as monitoring how customers use our website and for maintaining our On-Line Application form and Enquiry form.

Seek your views or comments on the training we provide

Notify you of changes to our college training structure

Process a job application

Where Personal Data is Stored

When an On-Line Application Form or General Enquiry form is submitted it is encrypted by SSL. The forms are instantly emailed to the college Principal. The college emails are stored on a secure server maintained by GoDaddy.com. Access to the email program is protected and requires two-level security. No personal data is stored on the Evolution Foundation College website. Application forms are printed and stored in a locked filing cabinet at the Evolution Foundation College offices. By submitting your data, you consent to the transfer, storage and/or processing of your data wherever it be stored. However, if your data is transferred outside the EEA, steps will be taken to ensure appropriate security measures are in place to ensure your privacy rights continue to be protected as outlined in this Policy.



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How long Personal Data is Stored

We review our retention periods for personal data on a regular basis. We are legally required to hold some types of information to fulfil our statutory or Legal obligations. Normally a student's personal information is only held for the duration of the course, however, in some circumstances we may hold personal data on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has Access to Personal Data

Only Evolution Foundation College staff members are granted access to student or service provider information.

Staff are trained on security systems and relevant processes and procedures which are reviewed regularly for ongoing effectiveness and suitability for purpose.

All employees are kept up-to-date on the Evolution Foundation College security and privacy practices. Employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure that student/vendor information is protected.

Non-sensitive details (your email address and other requested information) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security within our premises and on our systems. We will not sell or rent your information to third parties or to Third-Party Service Providers working on our behalf:

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisation for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure.

Individuals' Rights

Different rules apply depending on the type of Lawful Processing being undertaken. Many of the following individuals' rights apply, however, whatever the basis of processing:

The right to be informed how personal data is processed

The right of access to their personal data

The right to rectification

The right to erasure



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The right to restrict processing

The right to data portability

The right to object

Rights in relation to automated decision making and profiling

The accuracy of personal data is imperative. We aim to keep it updated at all times. The personal data we hold on you is available upon request by contacting enquiries@evolutionfoundationcollege.co.uk. You can request that your data is updated and/or deleted at any time, unless Evolution Foundation College can justify that it is retained for legitimate business or legal purpose. When updating your personal data, you may be asked to verify your identity before your request can be actioned.

Links to other websites/from other websites

The Evolution Foundation College website contains links to other websites run by other organisations. The Evolution Foundation College Privacy Policy only applies to the Evolution Foundation College website and you are encouraged to read the Privacy Statements on other third-party websites that you visit.

Evolution Foundation College is not responsible for the Privacy Policies and practices of other websites even if they were accessed via the Evolution Foundation College website.

18 years or Under

We are concerned and committed to protect the privacy of children aged 18 or under.

If you are aged 18 years or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Changes in our Privacy Policy

We reserve the right to modify this Privacy Policy at any time. If we decide to change our Privacy Policy, we will post those changes to this Privacy Policy and any other places we deem appropriate, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we make material changes to this Privacy Policy, we will notify you here, by email, or by means of a notice on our home page, at least thirty (30) days prior to the implementation of the changes.

Contact us.



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If you have any questions, concerns or complaints about our Privacy Policy, our practices or our Services, you may contact our Office by email at enquiries@evolutionfoundationcollege.co.uk. In the alternative, you may contact us by either of the following means:

By Mail: Evolution Foundation College Ltd Unit A3, The Seedbed Centre, Wyncolls Road, Severalls Business Park, Colchester, Essex CO4 9HT – Attn:- Data Protection Officer

By Phone: 01206 890555