

Ashton Sixth Form College
Personal Information Commitment



This Commitment is for anyone who has dealings with the College, whether through correspondence, involvement in the College Community or for any other reason that we hold personal information about you.

The Commitment sets out the standards you can expect when we ask for or hold your personal information and what we ask of you, to help us keep your information up to date.

We know how important it is to protect your privacy and to comply with the Data Protection Act 1998.

If we ask for your personal information we promise:

- To make sure you know why we need it;
- To ask only for what we need, and not to collect too much or irrelevant information;
- To protect it and make sure nobody has access to it who should not;
- To let you know if we share it with other organisations to give you a better service – and if you can say no;
- To make sure that we do not keep it longer than necessary; and
- Not to make your personal information available for commercial use. The College does not sell personal information about learners or correspondents to commercial organisations.

In dealing with your personal information, we will also:

- Value the personal information entrusted to us and make sure we respect that trust;
- Abide by the law when it comes to handling personal information;
- Consider the privacy risks when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- Provide training to employees who handle personal information and respond appropriately if personal information is not used or protected properly.

In return, we ask you to:

- Give us accurate information; and
- Tell us as soon as possible if there are any changes to your circumstances, e.g. a new contact number or email address.

This helps us to keep your information reliable and up to date.