



## Register of data controllers

### Entry details

**Organisation name** : BROOKLANDS COLLEGE

**Registration reference** : Z6037925

**Date registered** : 13 March 2002

**Registration expires** : 12 March 2019

### Organisation Address

HEATH ROAD  
WEYBRIDGE  
SURREY  
KT13 8TT

**This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002**

### Nature of work description

**Nature of work - Further Education / 6th Form Colleges**

#### Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### Reasons/purposes for processing information

We process personal information to enable us to provide education, support and general advice services for our students and facilities to our clients, to promote the college and our services, to publish the college magazine, to maintain our own accounts and to support and manage our staff. Our processing also includes the use of CCTV to maintain the security of the premises and for preventing and investigating crime.

#### Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- student records
- visual images, personal appearance and behaviour
- information held in order to publish the college magazine
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences

### **Who the information is processed about**

We process personal information about:

- our students
- employees
- current, past and prospective employers
- professional advisers, consultants
- business contacts
- welfare and pastoral professionals
- complainants, enquirers
- persons who may be the subject of an enquiry
- suppliers and service providers
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing

- professional advisers
- current, past or prospective employers
- educators and examining bodies
- trade, employer and professional organisations
- UCAS
- trade unions and staff associations
- voluntary and charitable organisations
- healthcare, social and welfare organisations
- suppliers
- financial organisations
- survey and research organisations
- persons making an enquiry or complaint
- careers service
- press and the media
- local and central government
- security organisations
- police forces, prison and probation services, courts and tribunals
- suppliers and service providers

### **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

**End of Report**