# **Erasmus+ mobility participants privacy notice**

**Introduction**

The Controlled Schools’ Support Council (CSSC) is a Data Controller under the General Data Protection Regulations (GDPR) for the personal data it collects and processes relating to participants in the Erasmus+ mobilities to various EU countries. Processing of personal data from participants and their next of kin allows the Council to manage and implement the project mobilities effectively and to satisfy the conditions of the grant agreement with the British Council. The lawful basis for processing this information is that it is in the legitimate interests of CSSC to have this information available for the performance of a task related to the mobilities and for processing in the event of an emergency. With your prior explicit consent CSSC will also collect information relating to your health and medical conditions only to be processed in the event of an emergency occurring when travelling or throughout the duration of the mobility.

**What information do we collect?**

CSSC will collect a range of information about you, including:

* your name, address and contact details, including email address and telephone number and position in school;
* your date of birth;
* your next of kin’s name, their relationship to you, their email address and telephone number;
* medical details which we should be aware of in the event of an emergency
* Consular service to contact in the event of an emergency
* photographs and film

CSSC will collect this information in a variety of ways e.g. by hard copy and via online forms. Your personal data may be shared internally within CSSC with those who are involved in the mobility project management. We limit access to your personal information to those employees who have a legitimate need-to-know. Employees will only process your personal information on our instructions and they are subject to a duty of confidentiality. Information relating to your health and the consular service to contact will only be processed in the event of an emergency and with your prior explicit consent. Details of your DOB are processed in event of a claim against corporate travel insurance.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on CSSC to do so. Your data will be stored within an MS Teams site in a private channel accessible only to employees involved in this aspect of project management and within a shared network file appropriately password protected. It will be held and stored by CSSC in a safe and secure manner in compliance with Data Protection legislation and in line with CSSC’s Records Information Asset and Document Retention Policy and the Grant Agreement with the British Council. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

**Processing of photographs and film**CSSC with your prior consent will take photographs or film you whilst on the mobility or at events associated with the project, for marketing purposes. These images may be used in one or more of the following ways:

* CSSC promotional materials, including e-newsletters, hard copy newsletters, the annual report, leaflets, presentations to internal and external stakeholders
* In press releases, on television or radio
* As part of an advert or advertisement feature
* On our website, intranet, or the websites of our partners
* On our social media accounts or the social media accounts of our partners
* In videos
* In non-CSSC publications which the Senior Management team has approved and authorised.

If you don't want your image to be used then you can simply opt out. You are also advised to try to stay out of any shots or footage being taken, as you may appear in the background in error.

**Your rights**

As a data subject, you have a number of rights. These include your right to:

* access and obtain a copy of your personal data on request;
* require the CSSC to change incorrect or incomplete personal applicant data;
* require the CSSC to delete or restrict processing your data;
* request that CSSC erase your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it;
* object to CSSC processing your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground; and
* request the transfer of your personal information to another party.

Full information on your rights as a data subject is available from the Information Commissioner’s Office (ICO):

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any queries regarding the processing of your personal data please contact our Corporate Services Officer on 02895 313037.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. The ICO’s details are as follows:

The Information Commissioner’s Office – Northern Ireland

<https://ico.org.uk/>

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk