



## THE LONDON CONSTRUCTION ACADEMY PRIVACY NOTICE

Data Controller: The Worshipful Company of Paviers operating under the protective name of the London Highways Academy of Excellence, re-named and operating as the London Construction Academy (the LCA).

The LCA collects and processes personal data relating to its applicants, students, referral organisations, potential employers and former students to manage the referral, training and recruitment relationship. The LCA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The administration of the LCA is carried out with the support of FM Conway Limited (the Active Partner) and the information provided to the LCA is stored and processed using FM Conway Limited systems.

### HOW DOES THE LCA COLLECT INFORMATION?

The LCA may collect information in a variety of ways. For example, data may be collected through:

- Application forms
- CVs or resumes
- Viewing your passport or other identification documentation Your provision of information in correspondence and on forms Interviews
- Meetings
- Other assessments
- Review of any oyster card provided as part of the course Attendance records
- Feedback from employers CCTV systems at our locations
- References
- Referrals

In some cases, the LCA may collect personal data about you from third parties, such as probation services, health services, charities and educational institutions that recommend candidates and employers that monitor your progress after the course. Criminal record checks permitted by law may also be checked.

Data will be stored in various places, including hard copy documents at one of its locations or in the IT Systems of its Active Partner.

### WHY DOES THE LCA PROCESS PERSONAL DATA?

The LCA needs to process data for various reasons depending on the relationship with the individual. The LCA will only process your data in line with one of the six legal basis' for processing such data, as set out in the GDPR, including but not limited to:

- Legal obligation Legitimate Interest
- Where you have given consent

If we rely on a legitimate interest, we will set out at the time what that legitimate interest is and why it applies.

Some special categories of personal data, such as information about criminal records, health or medical conditions, may be processed, however this will only be done where there is a basis under the GDPR to do so.



## WHO HAS ACCESS TO DATA?

Your information may be shared internally, including with members of the charity committee, as well as with the Active Partner. It may also be shared with third parties such as its sponsors, referral agencies, potential employers, subcontractors, suppliers, legal advisors, regulatory bodies and service providers.

Your data may be transferred to countries outside the European Economic Area (EEA) for example where processing is carried out by a third-party benefits provider outside of the EEA, and where that provider has guaranteed the safeguarding of personal data.

## HOW DOES THE LCA PROTECT DATA?

The LCA takes the security of your data seriously. The LCA has internal and external policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its authorised users in performance of their duties.

Where the LCA engages third parties to process personal data on its behalf, it does so on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## FOR HOW LONG DOES THE LCA HOLD DATA?

The LCA will hold and retain your data in accordance with its Retention Policy.

## YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- Request what information is held about you by the LCA and a copy thereof;
- Require the LCA to change incorrect or incomplete data;
- Require the LCA to erase your personal information, subject to qualification under the GDPR;
- Require the LCA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the LCA is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact us by email at: [info@the.lca.org.uk](mailto:info@the.lca.org.uk)

If you believe that the LCA has not complied with your data protection rights, you can complain to the Information Commissioner.