



PRIVACY NOTICE

When you apply to come to Trans4m CIC Leicester we will ask you to provide some information about yourself. We may also ask your school or parents/carers for some information if you are under 18. We will also use this information when you accepted on to the course you have applied for.

We will ask you for your name, address, information about previous schools or colleges, other information about you including your age and, ethnicity and some other sensitive personal information which will help us to support you throughout your time with us. We will also ask you to tell us about any learning needs you have or support that you might find helpful.

We need this information so we can make sure you are on the right course, so we can support you and make sure you are treated fairly, and so we can contact you if we need to.

Your tutors and a small number of other people at Trans4m may need to have your details but we won't share your information with anyone outside the College unless there is a very good reason to do so. We will share information with your parents/carers if you are under 18.

We will keep a range of information about you while you study with us. That could include information about your studies, communications with or about you. It might be in paper form, emails and other electronic forms including audio or video recordings. We will keep your information only as long as we must. Then we will delete it.

We might contact you after you have finished your course to let you know about other courses which might be of interest to you. If you don't want us to do this, you can unsubscribe from emails or let us know.

It's your information and you have rights. You can ask us to make sure we have your details correct, to show you what data we have about you, and to make sure we look after your information and keep it confidential.

If you want to know what information we have about you, you can ask for it.

You can either ask your tutor or email info@trans4mcic.com

If you have any questions or concerns you can contact the Data Protection Officer at: **Trans4m CIC, 255 Belgrave Gate, Leicester, LE1 3HU or email info@trans4mcic.com**