

## How we use your information

New College Swindon is committed to protecting your privacy. The information collected on the Open Day registration form will be used purely for administration purposes related to this event, will be stored securely and not shared with any other organisation, except as required by law. By providing us with your personal information, you consent to us collecting and using it for the above purposes. Your information will be retained for twelve months after the date of this event and then destroyed.

## Your rights

You have the right to ask for a copy of the information held on you in an electronic format and to have any inaccuracies corrected. You also have the right to request that your information is removed from our records; however we are required to retain certain information to comply with financial and audit regulations and the Limitation Act 1980. If your personal details change, need correcting, or you have any concerns about how we are handling your information, please email [info@newcollege.ac.uk](mailto:info@newcollege.ac.uk). You also have the right to complain to the Information Commissioners Office.

## Consent to receive marketing information

We'd love to send you relevant information on courses/initiatives appropriate to you or your young person by email and you will be asked if you wish to provide consent for this on the registration form.

We will treat your personal information with the utmost care and will not sell or share this with any other company for any purpose. We will retain your details for up to 24 months. We include an unsubscribe options on all of our email correspondence, so even if you opt-in now, you can opt-out at any time in the future by using that or by calling us on 01793 732809.