



JACT Durham Greek & Latin Summer School
Policy Document

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JACT Summer Schools Trust Privacy Notice

Who we are & what we do

The JACT Summer Schools Trust (JSST) oversees the four JACT Summer Schools (the Classical Civilisation & Ancient History Summer School at Mount St Mary's College, the Greek Summer School at Bryanston School, the Greek & Latin Summer School at Durham & the Latin Summer School at Harrogate). We aim to provide education in the language, literature, civilisation & history of the Graeco-Roman world to students and to teachers wishing to offer these subjects to their own students.

For the purposes of Data Protection, JSST and its Summer Schools are the Data Controllers for your information and determine what data is collected, how it is used and for how long it is stored.

This document provides the principles that apply to all the Summer Schools. For further details of procedures in place at each course, please use the contact details provided on their website.

What information do we collect and how do we collect it?

- Personal information: name, address & contact details, date of birth, gender, medical information
- Additional information: name & contact details of parent/guardian for students aged 18 years and under, emergency contact details for all students
- Academic information including current/past/prospective school/university and special educational needs
- Financial & employment information in the case of bursary applicants
- Referee details: name, place of work & contact email of academic referee

All information is supplied by students in the application process.

We also collect information in connection with any complaints, in accordance with our Complaints Procedure.

From time to time, each Summer School may take photographs of the activities on the course to use for outreach and promoting the course. Historically, students have always been asked if they are happy for their images to be used in this way. This permission can be withdrawn at any time and the photographs will no longer be used. For any future publicity materials, students (and parents of those not over 18 years old) will be asked for written confirmation before any photographs are taken.

Why do we collect & process your personal information?

Legitimate interest - All information is used to process the student's application, to provide appropriate teaching for each student on their course and to ensure the smooth and safe running of the summer schools. We also use some information to monitor which types of students are attending the summer schools and to help target outreach. Referee contact details are used to send a report on the student's progress after the course and to advertise the summer schools in future years.

Vital interest - Medical information is used to ensure the safety of students on the course.

Will your personal information be shared?

Personal data will not be shared with organisations outside JSST. The only exception to this is in the writing of reports on students' progress, which will be sent to academic referees and may in some cases be shared with staff at a university where the student holds an offer.

How do we keep information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control & safeguard access to and use of your personal information.

- Sensitive personal information stored on paper is kept in a secure place with access limited to key staff.
- When personal data is stored on a laptop, USB stick or other portable device, the device must be password protected and the data must be securely deleted from the device once its use is complete.
- Data stored online is password protected, with access limited to key staff; we ensure that the firms that manage our systems and provide IT support have appropriate security measures in place.

How long will we keep your information?

Personal medical information and financial details requested in the process of a bursary application will be stored securely for **up to 3 years**. Paper records are then shredded and disposed of securely; digital records are deleted.

Other information will be stored for reference and statistical purposes, in order to monitor the effectiveness of JSST, the Summer Schools and their outreach and publicity. Information will only be kept for as long as it is useful for these purposes.

Is your personal information processed outside the UK?

No.

Do we use automated decision-making or profiling?

No.

What are your information rights?

You have the right to:

- Be informed about how your data is used
- Request access to the personal data that is held
- Have any inaccurate or incomplete data corrected
- Have your personal data erased where there is no compelling reason for its continued processing
- Place a restriction on our processing of your data
- Object to processing
- Request your information to be transmitted in a commonly used, machine-readable format to another data controller

To exercise any of these rights, please contact the relevant Summer School in the first instance.

If you are not satisfied with the response from the Summer School, or if your request concerns JSST as a whole, please contact our Data Protection Officer, Mrs Cathy Bothwell, Secretary to JSST via jactgreekss@gmail.com

If your complaint is not resolved or if you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO) on 0303 123 1113, Monday-Friday, 9am-5pm.

This notice is regularly reviewed to ensure we continue to protect your privacy. We reserve the right to amend the notice at any time. We suggest that you review the notice from time to time to ensure that you are aware of any changes, however we will not significantly change how we use information that you have already given us without your prior agreement. The latest version of this notice can be found at www.jactsummerschools.org