

## CAFRE Fair Processing Statement

<b>What personal information does CAFRE hold on me?</b>	CAFRE holds information such as your: Name and address, date of birth, academic and accommodation records, records of any medical conditions or learning needs, driving license details, phone numbers, parents'/guardians' contact details, work history, your photograph etc.
<b>Why is this information needed?</b>	To enable CAFRE (or an agency working on CAFRE's or DAERA's behalf) to <ul style="list-style-type: none"> <li>• Contact you</li> <li>• Meet its legal requirements</li> <li>• Fulfil its obligations to you, college staff &amp; other students on campus</li> <li>• Record and monitor your academic, personal or social progress.</li> <li>• Register you with the Awarding Body on your course.</li> <li>• Register you with Government organisations for a Unique Learner Number.</li> <li>• Identify any health issues or learning needs that need to be addressed.</li> <li>• Carry out a survey to establish your views on the course and record your post qualification employment destination.</li> </ul>
<b>Who will see it?</b>	Teaching staff, administration staff, accommodation/farm staff if appropriate, your employer in respect of attendance at day release and examination results, Learner Records Service, Awarding Bodies and 3 <sup>rd</sup> party companies carrying out surveys or issuing course related correspondence on behalf of DAERA. You can specify that when information is being shared with other staff and outside organisations that your permission is sought. Requests must be in writing to your Programme Manager or to Shane Gervin in College Administration, Loughry Campus, Cookstown, BT80 9AA.
<b>How will records be stored?</b>	Records will be kept secure, and no unauthorised access allowed
<b>Can I ask for information to be kept confidential?</b>	Yes. You can ask for personal information such as health conditions, disabilities etc to be kept confidential, or you can ask that they are only disclosed to specific people or organisations
<b>Can I change my mind about disclosing information?</b>	Yes, but you must give us written notice of your decision.
<b>What happens if my circumstances change?</b>	Again, it is your responsibility to notify us of any change in your circumstances or health status. A Change of Circumstances Form is available in your Induction information pack.
<b>How long will CAFRE retain my records?</b>	Paper copies of your records are normally kept for seven years after you leave.
<b>What happens after 7 years?</b>	They will be shredded. We only retain a record of what qualifications you have achieved.
<b>Have I access to these records?</b>	Yes. You can get access by applying to Shane Gervin in College Administration, Loughry Campus, Cookstown, BT80 9AA.
<b>What happens if there are mistakes in the records?</b>	If mistakes are found, you can ask for these to be corrected.
<b>Will information be shared with third parties?</b>	Yes. CAFRE has a legal requirement to record and to disclose certain information to other Government Departments. Information will only be disclosed to others with your consent e.g. to your awarding body to register you on your course, and if you are under 18, with your parents or guardians.