

The identity and contact details of the company

Compass Recovery College
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Reading
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<https://www.compassrecoverycollege.uk/>

Contact details of the Data Protection Officer

ricky.gill@reading.gov.uk

What Personal Data is held?

Contact name - title, forenames, surname, informal names
Address and postcode
Telephone numbers
Email address
Birth date
Ethnic origin
National Insurance number
Disability
Learning support needs
Education (prior attainment)
Funding eligibility (resident in the UK for 3 years or more)

How will the data be stored?

Personal data collected from service users is recorded and stored in password protected spreadsheets on internal secure folders and accessed on secure encrypted laptops. All data is stored on secure servers.
Paper copies of enrolment forms are stored in locked cabinets in a secure office environment and destroyed securely at the end of the academic year in which they were completed.

What is the legal basis for the collection, use and storage of the data?

Data collected is required to enable Recovery College to deliver public mental health services, a non-prescribed local authority public health function (Section 2b of the National Health Services Act 2006), and a community learning function of adult education (Section 15b of the Education Act 1996). These are public tasks carried out in the interests of improving the health and wellbeing of residents. Some Recovery College course places are funded by the Education and Skills Funding Agency (ESFA) and data on learners is collected according to ESFA requirements.

Data collected by Recovery College is used to:

- Complete regular data returns to the Education and Skills Funding Agency (ESFA) via a New Directions online database
- deliver recovery college services to service users,
- monitor activity and manage performance of the service,

<ul style="list-style-type: none">• carry out statistical analysis to inform decision-making.
<p>Give details of how long the data will be stored and criteria used to determine this?</p> <p>Electronic personal data held by Recovery College is retained for a maximum of three years after the individual's last contact with the service. Paper copies of enrolment forms are destroyed securely at the end of the academic year in which they were completed.</p> <p>Data returned to the ESFA as is retained by New Directions for seven years for auditing and statistical analysis.</p>
<p>Who will it be shared with and for what purpose?</p> <p>Data collected is included in regular data returns (known as the Individualised Learner Record (ILR)) to the Education and Skills Funding Agency (ESFA). The ESFA is responsible for funding education and skills in England for children, young people and adults and the collection and return of required data about learners is a condition of funding. Data collected at enrolment at Recovery College is uploaded to password protected spreadsheets on internal secure folders and accessed on encrypted laptops.</p>
<p>How can the service user get access to it?</p> <p>Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection</p>
<p>State whether any data is to be transferred outside the EU?</p> <p>No</p>
<p>Is processing based on consent?</p> <p>Processing is based on the lawful basis of carrying out a public task and consent is therefore not required.</p>
<p>What other rights does the service user have that we have to make known to them?</p> <p>Service users have the right to request that any inaccurate data held about them is rectified or completed if it is incomplete and a 'right to be forgotten' if their data is no longer needed for the reason why it was collected in the first place. If this personal data has been shared, we will do what we can to make sure that they also comply with your request for erasure. We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical reasons.</p> <p>Service users have the right to put a complaint to the Information Commissioner's Office (ICO)</p>
<p>State if there will be any automated decision making</p> <p>No</p>