

Milton Keynes College Sharepoint/Teams Guest and External Partner Privacy Policy

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018 and explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our Sharepoint sites or Teams channels.

We do update this policy from time to time so please do review this policy regularly.

Milton Keynes College is the "controller" of the personal data you provide to us. We are registered with the Information Commissioner's Office (ICO), registration number: ZA206718

We have data protection policies in place to oversee the effective and secure processing of your personal data.

Contacting us

You can contact our Data Protection Officer in writing or by email:

Data Protection Officer
Chaffron Way Campus
Woughton Campus West,
Leadenhall,
MK6 5LP
Tel: 01908 684444
dpo@mkcollege.ac.uk

Types of information collected

Guests and External Partners accessing the college Sharepoint sites or Teams channels:

We collect this data under the legitimate interest ground in the GDPR; our interest is in maintaining the integrity of our information security and IT network.

When you visit our Sharepoint sites or Teams channels we log access and activity on our network; this includes the name and email address or Microsoft ID used to access the site or channel, IP address from which the site or channel has been accessed, specific sites/pages or channels accessed, and files accessed.

These logs are created automatically, and are retained for a limited period (usually 30 days), except in cases where a security incident has arisen and needs to be investigated.

You should not share files or data from the Milton Keynes College Sharepoint sites or Teams channels unless authorised to do so.

You should not attempt to access files or data that has not been explicitly shared with you, or which you have not been authorised to access.

If you have received an invitation to access a Milton Keynes College Sharepoint site or Teams channel in error, please reply to the person who sent you the invitation, advising them of the error.

Sharing your data

We shall not disclose the information we collect about you to third parties except those who we contract to process data on our behalf, where we have a statutory duty or other contractual duty to do so (including to your employer, if sponsored on a CPD course or programme with us), where you have given prior approval, or where an official third-party data sharing agreement (which has been subject to an impact assessment) exists.

What are your rights?

Under data protection law, you have rights including:

- Your right of access – You have the right to ask us for copies of your personal information.
- Your right to rectification – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request under these rights, we have one month to respond to you.

Please contact us at the address above if you wish to make a request.

You can find more information about your rights at the website of the Information Commissioner's Office (ICO) – <https://ico.org.uk/your-data-matters/>

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us on how we have handled your personal data. You can contact our Data Protection Officer, at the address above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113ICO

Website: <https://ico.org.uk/your-data-matters/how-to-make-a-data-protection-complaint>