



# UCG Third Party Organisation Data Share Policy

This policy outlines how the United Colleges Group shares information with third party organisations (for City of Westminster College and the College of North West London).

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### **Third Party Organisation Data Share**

We sometimes need to share the personal information we process with other organisations. This could be for a variety of reasons. Where this is necessary, we are required to comply with all aspects of the EU's General Data Protection Regulation (GDPR) and UK data protection laws. What follows is a description of the types of organisations we may need to share personal information with.

Where necessary or required we share information with:

- Family, associates and representatives of the person whose personal data we are processing.
- Professional advisers.
- Current, past or prospective employers.
- Educators and examining bodies.
- Trade, employer and professional organisations.
- UCAS.
- Voluntary and charitable organisations.
- Healthcare, social and welfare organisations.
- Financial organisations.
- Survey and research organisations.
- Persons making an enquiry or complaint.
- Careers service.
- Local and central government.
- Security organisations.
- Police forces, prison and probation services, courts and tribunals.
- Auditors such as Ofsted.

United Colleges Group accepts the following forms of ID when requesting personal data:

- Passport
- Driving licence
- Birth certificate
- Utility bill (from last 3 months)

You have rights as a data subject. To find out about your rights, how to make a complaint and how to make a subject access request see **UCG's Data Subject Rights Policy**.

Alternatively contact our GDPR Coordinator at [gdpr@ucg.ac.uk](mailto:gdpr@ucg.ac.uk) or call 020 7258 2939

You have the right to contact the ICO if we cannot resolve your concerns. The ICO website is <https://ico.org.uk/concerns>