

Data Protection

The information provided will be recorded and retained for College use in conjunction with any other relevant information provided at enrollment. The information will be used for the efficient administering of the complaint, and for analysis and improvement of the college's services. The information provided will be available to individuals involved in the investigation and administrators of the complaint, College Governors, The SLT, Estates and Legal Affairs, College Legal and Insurance advisers and any inspecting bodies. Further disclosure of information will only occur with the express consent of the complainant. The information will be retained for a maximum period of 7 years, after which it will be confidentially disposed of. The data controller is City College Plymouth.

If you wish to object to the processing of information described above please call **01752 305735**

People who can help you:

- All Staff
- Subject Lecturer
- Personal Tutor
- Academy Managers
- Reception staff
- Student Representatives
- College mediator
- Students' Union
- Student Journey Team
- Learning Support Team

Talkback Team
City College
Plymouth Kings Road
Plymouth
PL15QG

Tel: 01752 305285
E-mail: talkback@cityplym.ac.uk

TALKBACK

COMPLIMENTS,
COMMENTS,
CONCERNS,
COMPLAINTS



**BE PART
OF IT**

Quick Guide