

# Privacy Notice

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## How we use student information

Joseph Chamberlain is a sixth form college located in Birmingham offering further and higher education to 16-19 and adult learners. Our Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please refer to the contact details for the College Data Protection Officer listed at the end of this document.



## The categories of information we collect

Whilst the majority of student information you provide is mandatory, some is provided voluntarily. In order to comply with the General Data Protection Regulation (GDPR) we will inform you whether you are required to provide certain information or if you have a choice. Joseph Chamberlain Sixth Form College may collect the following types of data:

- name and contact information such as current address, email address, telephone number, date and country of birth, and nationality (we will allocate you an ID);
- information relating to the school/s and other college/s you have attended, courses completed, dates of study and examination results (including your UCI number);
- attendance information including lessons attended, absences and reasons;
- characteristic information such as languages and bursary or free meal eligibility;
- any information related to medical and health conditions that may impact learning;
- special educational needs for examination arrangements and learning support;
- parent or carer details if you are under the age of eighteen when you enroll; or
- emergency contact details (these are optional if over the age of eighteen).



## How we collect student information

Joseph Chamberlain Sixth Form College may collect personal data in a number of ways:

- from the information you submit to us in an application or enrolment form;
- when you communicate with us by telephone, email or via our website;
- when we need to make contact with organisations such as the DfE or LEA;
- in various other ways as you interact with us during your time as a student; or
- from third parties (for example, from your previous or current school or college).



## The lawful basis on which we process this information

Joseph Chamberlain Sixth Form College processes this information under GDPR (General Data Protection Regulation) Article 6C (Legal Obligation) and 6E (Public Task) in order to comply with the requirements of the ESFA (Education and Skills Funding Agency). We will process special category information under Article 6 to comply with the GDPR.

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We process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for our, or third party's, legitimate interests (e.g. compliance with the terms of the 1996 Education Act). In this respect we may use your personal data for the following:

- returns to Learning Records Service (LRS) to obtain or update Unique Learner Number (ULN) and Personal Learning Records (PLR);
- returns to the ESFA (an executive agency of the Department for Education) for funding (ILR funding returns) and other statistical purposes;
- to provide you with services which may not be set out in your Learning Agreement but which are nevertheless a part of our academic and educational mission;
- to monitor and evaluate the performance and effectiveness of the College, including by training our staff or monitoring their performance;
- to maintain and improve the academic, corporate, financial, estate and human resource management of the College;
- to promote equality and diversity throughout the College;
- to seek advice on our rights and obligations, e.g. where we require legal advice; and
- recovering money owed to us.

We process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, e.g. safeguarding; or
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We also process your personal data where:

- it is necessary for medical purposes, e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional;
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.



## How we use student information

The purposes for which Joseph Chamberlain Sixth Form College uses personal data (that can also be sensitive information) collected during your time as a student include:

- recruitment and admissions;

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- academic matters including the provision of core teaching and learning services (for example, registration, assessment, attendance monitoring, exam entries and results);
- maintaining student records;
- assessing your eligibility for bursaries and access to other sources of financial support;
- providing library, IT and information services;
- non-academic matters in support of our core services (for example, pastoral, disability, additional learning, careers and employability support);
- safeguarding and promoting the welfare of students; and
- other administrative purposes such as carrying out research or audits, promoting our services, preventing and detecting crime, and dealing with complaints.

If we use data relating to ethnicity, disability or health, this is for equal opportunities and to improve the quality of teaching and learning. We may also process data where:

- we need to comply with legislation or ensure our sites are safe and compliant;
- it is necessary for medical purposes (for example, a medical diagnosis or contract);
- it is necessary to protect your or another person's vital interests; or
- we have specific and explicit consent to do so.



### Keeping student information

Joseph Chamberlain Sixth Form College will, subject to any other notices that we provide to you, retain your personal data for a period of seven years from the end of the academic year in which you leave the College.



### Sharing student information

Joseph Chamberlain Sixth Form College may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

- agents where there is a legitimate reason for receiving the information (for example, counselling, mental health and safeguarding agencies);
- those with an interest in progress or attendance (for example, any current or potential employers to provide them with academic references);
- government departments and agencies where the College has a statutory obligation to provide information (for example, the ESFA and Home Office);
- crime prevention or detection agencies such as the police; or
- parents and careers where there is a legitimate reason for disclosure.

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## Why we share student information

Joseph Chamberlain Sixth Form College does not share information about its students with anyone without consent unless the law and our policies allow us to do so. We share data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring. We are required to share information about our students with our Local Education Authority (LEA) and the Department for Education using their powers under Section 14 of the Education Act 2002, through the Education and Skills Funding Agency (ESFA).

### 1. Youth support services

We will share certain information about students with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under Section 507B of the Education Act 1996.

### 2. The National Pupil Database (NPD)

The NPD is owned and managed by the DfE containing information about students in England. It provides evidence on educational performance to inform research, as well as commissioned studies. It is held electronically for statistical purposes. This information is securely collected from a range of educational providers, local authorities and awarding bodies. We are required by law to provide information to the DfE as part of statutory data collections, such as the Individualised Learner Record (ILR). Some information is stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. The Department has robust processes in place to ensure the confidentiality of data and there are stringent controls regarding access and use.

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## Protecting your data

Joseph Chamberlain Sixth Form College has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The College takes the protection of your data extremely seriously.

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## Your rights and consent

As a data subject you have a number of rights that include:

- accessing and obtaining a copy of your data on request;
- requiring the College changes incorrect or incomplete data; and
- requiring the College to delete or stop processing your data (for example, where the data is no longer necessary for the stated purposes of processing).

Joseph Chamberlain Sixth Form College will not always need consent to use your personal information such as when required to meet regulatory requirements.



## Contact details

If you have a concern about how Joseph Chamberlain Sixth Form College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <http://www.ico.org.uk/concerns>

**Write to us:** Data Protection Officer  
Joseph Chamberlain Sixth Form College  
1 Belgrave Road, Highgate  
Birmingham B12 9FF

**Call us:** 0121 446 2268

**Email us:** [dataprotection@jcc.ac.uk](mailto:dataprotection@jcc.ac.uk)

An electronic copy of this document is available at:

<https://www.jcc.ac.uk/about-jcc/general-data-protection-regulations/>

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