

Privacy Notice

How we use parent and guardian 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

Joseph Chamberlain Sixth Form College collects the following categories of information:

- your name, current address, email address and telephone number; an
- information collected when dealing with the College, e.g. welfare and progress.



How we collect parent and guardian information

Joseph Chamberlain Sixth Form College may collect your personal data:

- when a student complete the College enrolment form and other documentation related to our other admission process;
- when you communicate with us by telephone, email or via our website;
- when you meet with us; or
- from third parties such as a school or college your child may have attended.



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.

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 a third party's, legitimate interests (e.g. compliance with the terms of the 1996 Education Act).

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 parent and guardian information

Joseph Chamberlain Sixth Form College may use parent and guardian information to:

- interact with you to provide information on the progress of your son or daughter;
- to deal with any concerns or feedback you may have; and
- for any other purpose for which you provide us with your personal data.



Keeping parent and guardian information

Joseph Chamberlain Sixth Form College will store data in a range of different places such as management information systems, paper in secure locations or electronic documents within a secure network. Subject to other notices we may provide to you, we may retain your data for a period of 7 years after your association with us has come to an end.



Sharing parent and guardian information

Joseph Chamberlain Sixth Form College, for the purposes referred to in this privacy notice and relying on the bases for processing as set out above, may share your data with certain third parties. We may disclose limited personal data to recipients including:

- third parties who work with us to provide student support services, e.g. safeguarding;
- government departments and agencies where we have a statutory obligation to provide information, e.g. the ESFA or Home Office; or
- crime prevention or detection agencies, e.g. the police.





Why we share parent and guardian information

Joseph Chamberlain Sixth Form College does not share information about parents with anyone without consent unless the law and our policies allow us to do so.



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.



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;
- 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); and
- objecting to processing of data where the College is relying on its legitimate interests as the legal ground for processing (we will only use 'legitimate interests' as grounds for processing in a very few number of situations).

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

An electronic copy of this document is available at:

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

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