

PARENT/CARER/GUARDIAN INFORMATION

The information that you give us

As part of the admission of your son/daughter/dependant to the College we may collect parent/carer/guardian details including: parent/carer/guardian name, emergency contact telephone number, address and email address.

The uses made of your personal information

We keep this information so we can contact you in case of emergency. In addition, we will contact you to ask for feedback about the College so we can make improvements to the services we deliver.

For any student that is under 18 years of age at the time of enrolment, the College will share information on the progress, attendance or other issues that may affect the education or wellbeing of students under the age of 18.

Students can request the college not share personal information with a third party, including a parent or carer. The College must comply with this request unless there is another legal basis on which to share information.

The legal basis on which we collect and use your personal information

Information is processed as part of our public interest task of providing education to your son/daughter/dependant.

How long we keep your personal information

- Unsuccessful application of your son/daughter/dependant – Current academic year + 1 year
- Successful application of your son/daughter/dependant – End of student relationship + 6 years

How we share your personal information

We will share your information internally to enable us to manage and administer your son/daughter/dependant's education effectively. We use a 'permissions' system to make sure that staff only have access to the information they need to carry out their jobs.

Organisation:

Parent Portal – <https://proportal.camre.ac.uk/>

Purpose:

If your son/daughter/dependant is under the age of 18, the College will set up an account using your email address on the College Parent Portal. The portal will share information on the progress of your son/daughter/dependant. Once your son/daughter/dependant turns 18, access to the account will become obsolete. Consent will be required from your son/daughter/dependant to reinstate your account. If your son/daughter/dependant is over the age of 18, we will have to gain consent from the student before setting up an account on the Parent Portal.

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our Privacy Notice

We keep our privacy notice under regular review. If any changes are made to our privacy notice in the future we will contact you.

How to contact us

If you want to make a complaint about the way we have processed your personal information, please contact:

Write to us:

Data Protection Officer
Joseph Chamberlain Sixth Form College
1 Belgrave Road,
Highgate Birmingham
B12 9FF

Call us: 0121 446 2200

Email us: dataprotection@jcc.ac.uk

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the data protection regulator, the Information Commissioner's Office (ICO)

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
<https://ico.org.uk/>