

Joseph Chamberlain College Privacy Notice (updated August 2022)

STUDENTS

The information that you give us

As part of your admission to the College we will collect your personal details which may include the following: name, address, date of birth, National Insurance number, residency information, email address, your photographic image, first and second language, dates of attendance, exam/test results, ethnicity, health information, doctor's details, next-of-kin/emergency contact details, information about support needs, behaviour record, sex-related information, gender, your employer, academic references.

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information including supporting evidence for fee remission, employment status, free meal eligibility, fees paid, bank details and household situation.

If you are a prospective student at the College we will collect your personal details including name, address, phone number, email address, age, previous/current school, course, apprenticeship and provision interests. Where parents or carers register we will collect their details as above and your child/ward's details.

Some of this information can be viewed by you in Pro-Portal. If you believe that we are holding personal information about you that is incorrect or if you need to update your information because, for example you have moved house, then you should contact Student Services so that the information can be correctly updated.

The uses made of your personal information

We will use your information to manage and administer your application and ongoing education. This will include putting together class lists, for sending event invitations, for communicating with you, for providing you with a College ID card, for dealing with admission and enrolment, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits, and to be able to tell other colleges your attendance dates if you leave.

Whilst on your course this will also include information for making registers, class lists, trip lists, communications, reports, employer information (for example for students on work placements).

We deliver online learning using a range of platforms including Google Cloud, Microsoft 365, and Zoom. We may record taught sessions for quality improvement purposes. These are retained within our college IT infrastructure and protected by network passwords.

We will use your information to ensure your place is appropriately funded, to pay/receive payments from you.

We will use your information to send you information and resources about your course and the college, for example if you need to work remotely.

For prospective students, your data will be used to manage delivery of college information events, this will include making delegate lists, communicating with registrants about the event and college courses and for compiling reports.

Any student that is under 18 years of age at the time of enrolment, the college will share information on progress, attendance or any issue that may affect your education or wellbeing with parents/carers/guardians.

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

Your information is processed because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Joseph Chamberlain College aims to be equitable and to meet the legal obligations of the Rehabilitation of Offenders Act 1974, the Data Protection Act 2018 and the Human Rights Act.

How long we keep your personal information

- Unsuccessful applications – Current academic year + 1 year
- Successful applications – End of student relationship + 6 years
- Successful applications potentially match funded by ESF – 31st December 2030.
- Recorded material – for the duration of the academic year, unless the recording contains assessment evidence, in which case may be retained for longer, in line with the college Data Retention Schedule.

How we share your personal information

We share your information internally to enable us to manage and administer your 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.

We may also share the personal information that you give us with the following organisations (or types of organisation) for the following purposes: If you are on a course that receives public funding, we will share your information with the following organisations, as appropriate

- **The Education and Skills Funding Agency (ESFA)** – [ESFA Privacy Notice](#)
- **Birmingham City Council** – [Personal data](#) | [Privacy statement](#) | [Birmingham City Council](#)

Organisation:

The Learner Records Service

Purpose:

To create and or maintain a Personal Learning Record (PLR) on your behalf. Full details about the PLR can be found here <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

Organisation:

Google Cloud

Purpose:

The college may use **Google Cloud (Classroom)** as a platform to meet virtually with students to deliver online learning and for teaching and assessment purposes. More information can be found here:

https://cloud.google.com/terms/cloud-privacy-notice?hl=en_GB)

Awarding Organisations that accredit your course or qualification.

Purpose:

To register you with an awarding organisation so you can be entered for examinations or other work that we assess can be used to claim a certificate when you have finished your course successfully. In the event of an academic appeal, the college may be required to share your name, candidate number and details regarding exam concession with the respective awarding organisations.

If you are aged 16 or 17: **your parent/carer/guardian(s).**

Purpose:

If you are aged 16 or 17; we will share information including your attendance, punctuality and academic progress with your parent/carer/guardians(s) unless you specifically withdraw your consent for us to do so.

Organisation

Heritage

Purpose

Heritage is an online library management system that students use when borrowing books and resources from the Learning Resource Centre. Your name and email address will be used to create an account and keep track of books and resources borrowed. <https://isoxford.com/about-us>

Type of organisation:

Schools.

Purpose:

If you are a school leaver; we will confirm your enrolment with your school, and request further details to support your application from them, such a reference and other application details e.g. exam results.

Organisation:

Birmingham City Council or other **local authorities** for school leavers outside of Birmingham, or for those aged 16-24 with an Education and Health Care Plan (EHCP) and **the police**.

Purpose:

If you are a school leaver; we will confirm your enrolment with Birmingham City Council to enable their confirmation of the September Guarantee (which requires local authorities to find suitable education and training places for 16- and 17-year-olds). If you are aged 16-24 and have an EHCP (Education, Health and Care Plan) the College will share information with relevant local authorities to ensure appropriate support is made available to you during your studies. We will also share information relating to safeguarding, prevent and child protection with relevant authorities to keep students and staff safe.

Type of organisation:

Subcontractors/training partners

Purpose:

The College uses sub-contractors for the delivery of some of its courses and programmes. As such these third parties have access to students personal details including name, address, date of birth, gender, nationality, parent/guardian contact names, phone number, email address, student support needs, medical information, education history, qualifications, references, ethnic origin, employment history, attendance data, and other relevant information.

Appropriate contracts are in place with College sub-contractors as data processors to ensure they process personal data in line with the law.

Organisation:

UK Visas and Immigration (UKVI) <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Purpose:

The College holds a Tier 4 and a Tier 2 Licence and may be asked to share information with UKVI if you are an overseas student. We share this information as part of our public interest task of providing education to you. We may also share your personal information with third parties who provide services to the College.

Organisation:

Microsoft 365 – your data will be processed in the United States. All data is encrypted and their privacy notice can be found here <https://privacy.microsoft.com/en-gb/privacystatement>

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/>

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