

Joseph Chamberlain College Privacy Notice (updated August 2022)

SUPPLIER INFORMATION

The information that you give us

The College will collect information which is relevant to the procuring of goods and/or services, and making payments. This includes:

- Contact details such as names of contacts, address, telephone number(s) and email address
- Bank account details

The uses made of your personal information

To ensure the College has contact details and information to support the smooth running of contracts, and to ensure the College pays for procured items and/or services provided.

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

As a publicly funded body, the College is required to keep accurate records of financial expenditure.

How long we keep your personal information

6 years after the termination of contract.

The College will share information with staff who are responsible for the procuring of goods and/or services, and making payments. 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 information that you give us with the following organisations (or types of organisation) for the following purposes.

Type of organisation:

College auditors

Purpose:

As part of our public task, the College will share information with external auditors to ensure internal and regulatory processes with regards to the College's financial expenditure are being followed.

Type of organisation:

Funding bodies

Purpose:

As a publicly funded body the College is required to keep accurate records of financial expenditure and may be required to share information with funding bodies such as:

- The Education and Skills Funding Agency (ESFA) – [ESFA Privacy Notice](#)

How we transfer your personal information outside of Europe

We do not store or transfer your personal data outside Europe.

Your rights over your personal information

- 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.

If you withdraw your consent, please be aware that we may not be able to continue to work with you as a supplier.

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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