

EMPLOYER INFORMATION

The information that you give us

As part of the admission of a student on work placement, the College will collect details of you as the named employer. This will include: employer name, number of employees, address, main contact name, position, telephone number and email address. Nature of employer business, normal working pattern, name details of other supervisors, details of Employers Liability Insurance, Health & Safety risk assessment and bank details.

The uses made of your personal information

We will use your information to manage and administer the education of students on work placements. This will include securing an effective working relationship between us as the training provider and you as the employer to protect the interests of the student.

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

This information is processed as part of our public interest task of providing education to students on work placements.

How long we keep your personal information

- Unsuccessful application of a student on work placement – Current academic year + 1 year
- Successful application of a student on work placement – 31st December 2030.

How we share your personal information

We will share your information internally to enable us manage and administer the education of students on work placements employed by you 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 information that you give us with the following organisations (or types of organisation) for the following purposes.

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 collect/have access to employer details including: employer name, number of employees, address, main contact name, position, telephone number and email address. Nature of employer business, normal working pattern, name details of other supervisors, details of Employers Liability Insurance, Health & Safety risk assessment and bank details.

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

We may also share your personal information with third parties who provide services to the College.

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/>