

Privacy Notice for Students at the College

Notice about how we use your personal information

South & City College Birmingham is the data controller of personal information about you.

Our Data Protection Officer is Parveen Ghulam. If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Data Protection Officer at High Street, Deritend, Birmingham, B5 5SU or data.controller@sccb.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

Which College Department would you like more information about?

1. [Admissions;](#)
2. [Administration;](#)
3. [Finance;](#)
4. [Marketing and Alumni;](#)
5. [Student- Welfare \(Guidance and Mentoring\);](#)
6. [Student- Finance Learner Support;](#)
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Other Links:

- [Automated decisions we take about you;](#)
- [Requesting access to your personal data \(Subject Access Request \(SAR\)\);](#)
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1. Admissions

WHAT WOULD YOU LIKE TO KNOW ABOUT?

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- [the legal basis on which we collect and use your personal information;](#)
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- [how we share your personal information;](#)
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The information we collect about you and why we collect it

As part of your admission to the College we may collect your personal and educational details including:

- Details about yourself including your name, date of birth, gender and photo
- Contact details including address, telephone number and email address
- Emergency and next of kin details including relationship and contact details
- parent guardian contact numbers and email address
- siblings details when applicable
- employer's detail when applicable
- work assessment data
- dates of attendance
- exam/test results
- preferences, interests and hobbies
- religion and ethnicity
- health information
- sex-related information
- special needs details and criminal convictions information
- details of your previous qualification, employment and educational history
- Information about your previous address if applicable, Academic attendance, progress and behaviour information
- Your use of the academic and non-academic services that we offer (e.g. enrichment activities, library facilities etc)

We will use your information to manage and administer your education. This will include:

- putting together class lists
- sending event invitations
- communicating with you
- dealing with admissions
- putting together reports and registers
- checking entrance exam results
- allocating you to the correct classes for assessments
- making arrangements for exams or visits
- considering whether to offer places to students
- considering whether special provision or assistance is required for exams and visits
- being able to tell other colleges your attendance dates if you leave

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the College staff who have a legitimate interest in it for the purpose of carrying out their contractual duties our use of your personal information will not be excessive.

In addition to this, the College may process some information about you that is classed as 'sensitive' or 'special category' personal data, which requires additional protections. This includes information concerning your ethnicity, sexual orientation, religious beliefs, health or disability that we use for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain courses of study, other sensitive information may be processed, such as information about past criminal convictions, working with children or vulnerable adults and your fitness to practise in certain regulated professions. Access to, and the sharing of your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

The College will process your personal information for a range of contractual, statutory or public interest purposes including the following:

- To assess your application to the College
- To deliver and administer your education (e.g. ID cards, class lists, reports, registers, communications and employer information), record the details of your studies (including any placements with external organisations) and determine/confirm your academic achievements (e.g. results and prizes).
- To administer the financial aspects of your relationship with us and any funders.
- To deliver facilities to you (e.g. IT, sport, libraries, accommodation, careers etc).
- To enable your participation at events (e.g. functions and graduation).
- To communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars
- To operate security (including CCTV), governance, disciplinary, complaint, audit and quality assurance processes and arrangements.
- To support your training, medical, safety, welfare and religious requirements.
- To compile statistics and conduct research for internal and statutory reporting purposes
- To fulfil and monitor our responsibilities under equalities, immigration and public safety legislation
- To enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us)

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

Where you become a student, we hold your information on the basis that it is necessary for us to perform our contract with you.

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

How long we keep your personal information

As a student of the College, we are required by the Department of Education to retain your data for 12 years.

If you have applied to the College but have not progressed your studies, your information will normally be kept for at least one year after the completion of the application process.

How we share your personal information

We may share the personal information that you give us with the following organisations below for the purpose of completing your admission to the College

As part of your admission, your personal information is shared with relevant staff at South and City College Birmingham as required.

We may also share your personal information that you give us, with the following organisations below, together with their purposes and services:

Organisations	Purpose/Service
Market Intelligence (MiDES)	To provide anonymised market research, used for College benchmarking purposes. For further information please go to: https://mides.rcu.co.uk/privacy-policy
Audit Firms	To carry out internal and/or external audits
BKSB	Diagnostic and assessment of English and Maths
Where applicable, Police and other law enforcement agencies	To aid with any investigations
SmartAssessor	Track progress of students
PayMyStudent	Monitor and track student support
MyConcern	Recording safeguarding information
Where applicable, UK Visas and Immigration	In order to act as your sponsor for visa purposes
Awarding Bodies	In order to accredit qualifications

We will normally confirm details of your results and degrees awarded to external enquirers or organisations (e.g. schools), we will also provide references to third parties (e.g. universities). Your name may occasionally be published in college literature (e.g. graduation programme).

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it, consented to it or it is in your vital interests to do so (e.g. in an emergency situation).

In addition your information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations for the purpose of meeting South and City College Birmingham statutory obligations as an FE college.

Organisation:

- The Department of Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- Higher Education Funding Council for England (HEFCE)
- Relevant Local Authorities
- A funders / sponsors (e.g. your employer)
- An examination boards or awarding bodies

How we transfer your personal information outside Europe

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

2. Administration

WHAT WOULD YOU LIKE TO KNOW ABOUT?

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The information we collect about you and why we collect it

As part of our administration of the College we may collect your personal and educational details including:

- Details about yourself including your name, date of birth, gender and photo
- Contact details including address, telephone number and email address
- Next of kin details including relationship and contact details
- Details of your previous qualification, employment and educational history
- Information about your nationality, residency and previous address if applicable
- Information about medical or health conditions, including whether or not you have a learning difficulty or disability
- Equality & Diversity information including ethnicity, sexual orientation and religion
- Academic attendance, progress and behaviour information

We also share your information internally with staff within South and City College Birmingham to process your information.

We will use your information to manage and administer your education. This will include:

- information for populating registers
- class lists communications
- reports
- employer information (for example for apprentices and day release students)
- to identify students who cannot be used for marketing photos
- meeting South and City College Birmingham statutory obligations as an FE college.

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

Where you become a student, we hold your information on the basis that it is necessary for us to perform our contract with you.

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

Where we are required by law to hold certain records for health and safety purposes, we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information

We are required by the Department of Education to retain your data for 12 years.

How we share your personal information

We may also share your personal information that you give us, with the following organisations below, together with their purposes and services:

Organisations	Purpose/Service
The Department of Education	To meet statutory obligations as an FE College
The Education Skills and Funding Agency	We share information in order to ensure we access appropriate funding
Higher Education Funding Council for England (Office for Students)	To meet statutory obligation as an FE College
Relevant Local Authorities	To meet statutory obligation as an FE College
Market Intelligence (MiDES)	To provide anonymised market research, used for College benchmarking purposes. For further information please go to: https://mides.rcu.co.uk/privacy-policy
Audit Firms	To carry out internal and/or external audits
BKSB	Diagnostic and assessment of English and Maths
SmartAssessor	Track progress of students
PayMyStudent	Monitor and track student support
MyConcern	Recording safeguarding information
Awarding Bodies	In order to accredit qualifications

How we transfer your personal information outside Europe

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

3. Finance

WHAT WOULD YOU LIKE TO KNOW ABOUT?

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The information that we collect about you and why we collect it

In order to manage the financial affairs of the College we collect and hold the following information about you:

- details about yourself including your name, title, date of birth and gender
- contact details including address, telephone number and email address
- next of kin telephone number
- parents telephone number
- bank details
- national insurance numbers and previous qualifications
- pre-pay card information (to use in cafeteria)

We will use your information to ensure your place is appropriately funded, to pay or receive payment from you, to assess if you are liable to pay fees and to assess eligibility for funding e.g. bursaries.

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to comply with statutory requirements and statistical returns
- to assist you in applying for support with money, accommodation, professional services such as housing and counselling services
- grant funding conditions may require us to collect data
- to be able to pay to you amounts owed by the College

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

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

Where we are required by law to hold certain records for health and safety purposes, these records are held in compliance with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information.

Financial information is usually kept for 7 years after the end of the financial year.

However, certain financial information may be kept longer if it is a condition of a grant that the College has received.

How we share your personal information.

We may also share your personal information that you give us, with the following organisations below, together with their purposes and services:

Organisations	Purpose/Service
Internal and External Auditors	To enable auditors to complete their testing of internal controls, records and financial reports
Childcare Providers	We share information in order so that we can provide support with finance
The Department of Education	To meet statutory obligations as an FE College
The Education and Skills Funding Agency	We share information in order to ensure we access appropriate funding
Local Authorities	To meet statutory obligations as an FE College
Other teaching and learning organisation such as universities, schools and Further Education providers	To agree and collect fees from partners such as universities and schools
Funders and/or sponsors such as the Office for Students, Employers and Student Loan Company	To enable funding/fees associated with particular students to be paid/received from other teaching and learning organisations, funders and sponsors

Relevant executive agencies or non-departmental public bodies: <ul style="list-style-type: none"> • UK Visas and Immigration • HM Revenue and Customs • Health and Safety Executive 	To verify details such as attendance and compile statistics and conduct research for internal and statutory reporting purposes
Subsidiary companies of the College	To enable subsidiaries to cater their services to students
Students Loan Company	To arrange your loan for your student fees
Financial software providers	Student information is stored within the financial software for the purposes given above
Banks	Student information will be used when making payments, which will then be stored within the bank's software
Debt Collection Agency	To collect unpaid fees and charges via a debt collection agency when fees have not been paid within the specified time frame

How we transfer your personal information outside Europe.

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

4. Marketing and Alumni

WHAT WOULD YOU LIKE TO KNOW ABOUT?

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The information we collect about you and why we collect it

For marketing and alumni purposes, we collect:

- details about yourself including your name, date of birth and gender
- contact details including address, telephone number and email address
- former school information
- destination information (e.g the university or employer you progress to)

We will use your information to inform you about our courses and services that may be of interest to you or agreed by you to manage and administer our Alumni network when you leave.

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

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages. This will be achieved by way of being able to unsubscribe.

Any other marketing we carry out including the Alumni network will be based on consent.

How long we keep your personal information

For marketing purposes, your personal information is used whilst you are a student at the College and up to three years after you leave.

As you would have subscribed to our alumni services, we will keep your information indefinitely however you have the option to unsubscribe from updates at any time.

How we share your personal information

We may also share your personal information that you give us, with the following organisations below, together with their purposes and services:

Organisation	Purpose/Service
ThinkAlumni	Our service provider who administers our alumni service
Photographers, marketing and social media agencies	You will be asked to opt-in for this service. This information will only ever be used for the purpose that we have discussed with you beforehand (e.g. social media content).

Media	You will be asked to opt-in for this service. This information will only ever be used for the purpose that we have discussed with you beforehand (e.g. interview with a local radio station).
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How is my personal information used after I finish my studies?

After you finish your studies, your contact and core personal details are passed to an external organisation that manages our Alumni services. They will contact you to add you to our alumni database. They may also contact you to establish your destination after college (e.g. university, employment etc.) You can opt out of this service at any point.

How we transfer your personal information outside Europe

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

5. Student – Welfare (Guidance and Mentoring)

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The information we collect about you and why we collect it

For students welfare and monitoring purposes, we may collect your personal details including:

- details about yourself including your name, date of birth and gender.
- contact details including address, telephone number and email address.
- next of kin details including relationship and contact details.
- where applicable, names and contact details of your social worker
- area of vulnerability, i.e. looked after child, homelessness, financial hardship.
- details of your previous qualification, employment and educational history.
- Information about your nationality, residency and previous address if applicable.

- academic attendance, progress and behaviour information
- Personal Education Plan (PEP)
- where appropriate name of carer/guardian
- financial information such as benefits or household income for you and those you live with
- attendance and progress reports

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to comply with statutory requirements
- to assist you in applying for support with money, accommodation and professional services such as housing and counselling services
- to ensure you get the right support from teaching and support staff
- to apply for financial funding
- to provide information on your progress to Children's Services and Local Authorities
- to provide information when attending professionals meetings

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

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

We have a legitimate interest in wishing to interact with you and others to manage your additional learning support needs. To be able to do so, we need to understand details of your disability and/or learning difficulty.

Where we are required by law to hold certain records, we collect and hold these records to comply with that legal obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information

As a student of the College, and the colleges financial regulations we are required to retain your data for the 6 years.

How we share your personal information

We may share the personal information that you give us with the following organisations for the purpose of helping staff to make adjustments needed for your

learning, attendance at meetings, to ensure you get the help you need to stay on track and succeed on your chosen course. We also share information in order to provide support with finance and in order to ensure we access appropriate funding

Organisations	Purposes/Services
Department for Education	To meet statutory obligations as an FE College
Education and Skills Funding Agency	We share information in order to ensure we access appropriate funding
Student Finance England	To meet statutory obligations as an FE College
Local Authorities	To help students that need benefits and other financial services with the benefit agencies
Children's Services/ Social workers	To liaise with social workers in regards to students who need assistance
Other professional organisation such as housing	To help students to be homed through the housing organisation
Carers	To ensure the best method of teaching is being given to the students
PayMyStudent	Monitor and track student support
MyConcern	Recording safeguarding information

The College will share information through its internal management information systems, email, letter and telephone.

How we transfer your personal information outside Europe

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

6. Student Finance Learner Support

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The information that we collect about you and why we collect it

As part of your time at the College we store and use your personal details and information about you, your son or daughter/and or a person you are caring for, when helping you with financial support to access services. This information can be:

- details about yourself including your name, date of birth and gender
- contact details including address, telephone number, parents contact details and name and email address
- Information about your nationality, residency and previous address if applicable
- qualifications
- benefit evidence
- household income
- birth certificates for children accessing childcare funding
- number of household occupants, i.e. brothers and sisters
- attendance
- child care providers
- bank details
- learner fee assessment
- learner loan information such as household income, benefits, employment details and disabilities
- learners in receipt of Learner Support Funds-financial details such as account numbers and sort codes

We require this information to understand your needs, provide you with a better service and in particular for the following reasons:

- To help us assess your eligibility household benefits and income in relation to providing financial hardship awards, such as help with Childcare, Travel, Equipment, Fees, Trips, Free MEA and hardship payments
- To make payments directly to your bank account
- To provide financial assistance during your time at the college
- To arrange payments to Childcare providers

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

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

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

We have a legitimate interest in wishing to interact with you and others to manage your support, to be able to do so, we need to understand details of your financial circumstances

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation

How long we keep your personal information

As a student of the College, and the colleges financial regulations we are required to retain your data for the 6 years.

How we share your personal information

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the College staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

In addition to this, the College may process some information about you that is classed as 'sensitive' or 'special category' personal data, and which requires additional protections.

We may share the personal information that you give us with the following organisations for the following purposes.

Organisations	Purpose/Service
Education and Skills Funding Agency	We share information to secure funding
Care to Learn	To provide external funding for childcare whilst students study
National Express	We share information in order to identify a service to support travel
Identified Taxi Service	We share information in order to identify a service to support
Internal and External auditors	To enable auditors to complete their testing of internal controls, records and financial reports
Your chosen childcare providers/nurseries and after school services	We share information in order to provide support with finance
PayMyStudent	For tracking and monitoring financial awards
Local authorities	To meet statutory obligations as an FE College

Other teaching and learning organisations such as universities, schools and other Further Education providers	We share this information to meet funding regulations and audit requirements.
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The College will share information through its internal management information systems, email, letter and telephone.

As described above, your personal information is shared with relevant staff at South and City College Birmingham as required.

We may also share your personal information with third parties who provide services to the College to ensure that your specific needs are met by specialists.

How we transfer your personal information outside Europe

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

7. Student –Adult Learner Support

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The information we collect about you and why we collect it

As part of your time at the College we store and use your personal details and information about your learning difficulty and or disability for the purposes of managing your support needs.

- Details about yourself including your name, date of birth, gender and photo
- Contact details including address, telephone number and email address
- Next of kin details including relationship and contact details
- Where applicable names and contact details of your social worker
- Area of vulnerability, i.e. looked after child, homelessness, financial hardship
- Details of your previous qualification, employment and educational history

- Information about your nationality, residency and previous address if applicable
- Academic attendance, progress and behaviour information
- Personal Education Plan (PEP)
- Where appropriate name of carer/guardian
- Financial information such as benefits or household income for you and those you live with
- Attendance and progress reports

We require this information to understand your needs, provide you with a better service and in particular for the following reasons:

- To contact you in response to disclosing a learning difficulty or disability
- To comply with statutory requirements
- To make adjustments to your learning and teaching methods
- To apply for additional funding to support you
- To identify and provide appropriate learning aids
- To provide a support plan to your teaching team in order to make reasonable adjustments on your course
- To apply for access exam arrangements
- To arrange additional support services such as Speech Therapy, Dyslexia Assessments and Support, Sensory Support
- To draw down additional funding to support needs

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

Generally, the data is processed as part of our public interest task of providing education to you.

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

We have a legitimate interest in wishing to interact with you and others to manage your additional learning support needs, to be able to do so, we need to understand details of your disability/and or learning difficulty.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information

As a student of the College, under the College's financial regulations we are required to retain your data for the 6 years.

How we share your personal information

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the College staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

We may share the personal information that you give us with the following organisations:

Organisations	Purpose/Service
Education and Skills Funding Agency	We share information to secure funding
The Department of Education	To meet statutory obligations as an FE College
Awarding Bodies	In order for students to sit exams and be awarded qualifications when gained
GP's and medical practitioners and Consultants	To ensure the best method of teaching is being given to the students
Communication Autism Team Birmingham	To provide support to the College for students who require the help.
Forward Thinking Birmingham	We share the information in order for the organisation to provide mental healthcare to our students
CAMHS	We share the information with CAMHS to seek help with our students who require it
Other professional bodies such as SENAR and Sensory support services	We share this information to identify services to support additional learners.

The College will share information through its internal management information systems, email, letter, and telephone.

How we transfer your personal information outside Europe

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

8. Student –Trips and Visits

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The information we collect about you and why we collect it

As part of your time at the College we store and use your personal details and information about your learning difficulty and or disability for the purposes of managing your support needs.

- Details about yourself including your name, date of birth and gender
- Contact details including address, telephone number and email address
- Next of kin details including relationship and contact details
- Where applicable names and contact details of your social worker
- Details of your Doctor
- Details of any Medical conditions
- Area of vulnerability, i.e. looked after child, homelessness, financial hardship
- Information about your nationality, residency and previous address if applicable
- Personal Education Plan (PEP)
- Where appropriate name of carer/guardian
- Financial information such as benefits or household income for you and those you live with
- Attendance and progress reports
- Passport details for overseas trips

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To comply with statutory and legal requirements
- To assist you in applying for support with money and accommodation
- To ensure we are able to access emergency services if and when needed
- To ensure correct staff ratios for the purposes of supervision
- To identify any additional support required during the trip or visit
- To be able to risk assess any support or medical needs required during the trip/visit
- To apply for financial funding
- To be able to access next of kin in cases of an emergency
- To ensure the college has assessed your suitability to participate in activities identified as part of the trip or visit

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

Generally, the data is processed as part of our public interest task of providing education to you.

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.

We have a legitimate interest in wishing to interact with you and others to manage your additional learning support needs, to be able to do so, we need to understand details of your disability and/or learning difficulty.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

How long we keep your personal information

General Trip information will be stored for the purposes of internal audit requirements. Sensitive information regarding medical/safeguarding issues will be kept for 3 months

How we share your personal information

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the College staff who have a legitimate interest in it for the purpose of carrying out their contractual duties and our use of your personal information will not be excessive.

We may share the personal information that you give us with the following organisations:

Organisations	Purpose/Service
Education and Skills Funding Agency	We share information to secure funding
The Department of Education	To meet statutory obligations as an FE College
Student Finance England	To meet statutory obligations as an FE College
PayMyStudent	Monitor and track student financial support
Coach/Travel services identified by the trip organiser	To provide transport for students related to external organisations related to the trip or visit

The College will share information through its internal management information systems, email, letter and telephone.

How we transfer your personal information outside Europe

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

9. Student – Safeguarding

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- [the information we collect about you and why we collect it;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#)
- [how we transfer your personal information outside Europe;](#)
- [will we monitor your use of the College's IT;](#)
- [your rights over your personal information.](#)

The information we collect about you and why we collect it

Some members of society are recognised as needing protection for example children and vulnerable adults. If a person is identified as being at risk from harm we are expected as professionals to do what we can to protect them. In addition we are bound by certain specific laws that exist to protect individuals. This is called "Safeguarding".

The information we collect for the purposes of Safeguarding are as follows;

- Details about yourself including your name, date of birth and gender
- Contact details including address, telephone number and email address
- Next of kin details including relationship and contact details
- Where applicable names and contact details of your social and/or any external support worker
- Area of vulnerability, disclosure of abuse
- Where appropriate name of carer/guardian
- Details of your family make up, siblings, ages and gender when making a referral to Children's or Adult Services

We collect the information in order to process your personal information for a range of contractual, statutory or public interest purposes including the following:

- To comply with statutory and legal requirements
- To comply with the requirements of Children's Social Care Services when making a referral to external services

- To provide information on your progress to Children’s Services and Local Authorities and or the Police as appropriate
- To provide information when attending Multi – Agency professionals/professionals meetings

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

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

We have a legitimate interest in wishing to interact with you and others to manage your safety and wellbeing, to be able to do so, we need to understand details of your personal circumstances

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

How long we keep your personal information

In the case of Safeguarding disclosures the College will keep confidential information up to the age of 25 years

How we share your personal information

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the Safeguarding team in terms of the safeguarding disclosures made and who have a legitimate interest in it for the purpose of carrying out their contractual duties, the use of your personal information will not be excessive and will comply with the mandatory duty to report disclosures of abuse.

We may share the personal information that you give us with the following organisations:

Organisations	Purpose/Service
Children’s Services and care services	To provide monitoring and support to our students
MASH – Multi Agency Safeguarding Hubs ‘Right Service Right Time’	To provide monitoring and support to our students
CASS – Children’s Assessment and Support Services	To provide monitoring and support to our students

Adult Social Care Services	To provide monitoring and support to our students
Third Sector Voluntary services, i.e Women's Aid, Sexual Health Services (Umbrella), Barnados NSPCC	To provide monitoring and support to our students
Social Workers	To provide monitoring and support to our students
Doctors	To provide medical support to students
CAMSS (Mental health)	To provide mental health support to our students
Forward Thinking Birmingham	To provide mental health services to our students between 0-25 years
Police	To aid in investigations relating to certain students when applicable
Channel Services	To provide mentoring and support to our students
Counter Terrorism Unit	To aid in investigations relating to certain students when applicable
Other local Children's Services as applicable in accordance to the students home address	To provide the same services as above

The college will share information through its internal management information systems, email, letter, and telephone.

How we transfer your personal information outside Europe

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

Student – Pupils

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- [the information we collect about you and why we collect it](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#)
- [how we transfer your personal information outside Europe;](#)
- [will we monitor your use of the College's IT;](#)

- [your rights over your personal information.](#)

The information we collect about you and why we collect it

As part of your time at the College Academy we store and use your personal details and information about your learning difficulty and or disability for the purposes of managing your support needs.

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

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

Generally, the information that is collected is processed as part of our public interest task of providing education to you.

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

We have a legitimate interest in wishing to interact with you and others to manage your additional learning support needs, to be able to do so, we need to understand details of your disability/and or learning difficulty

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

How long we keep your personal information

General Trip information will be stored for the purposes of internal audit requirements.

Sensitive information regarding medical/safeguarding issues will be kept for 3 months.

How we share your personal information

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across South and City College Birmingham. Access to your personal information is limited to the College Academy staff who have a legitimate interest in it for the purpose of carrying out their contractual duties and our use of your personal information will not be excessive.

We may share the personal information that you give us with the following organisations:

Organisations	Purpose/Service
Local Authority	To secure funding
The Department of Education	<p>The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:</p> <p>Academies regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.</p> <p>All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the</p>

	<p>current government security policy framework.</p>
<p>youth support services (pupils aged 13+)</p>	<p>Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.</p> <p>This enables them to provide services as follows:</p> <ul style="list-style-type: none"> • youth support services • careers advisers <p>The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.</p>
<p>Youth Services - Pupils aged 16+</p>	<p>We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.</p> <p>This enables them to provide services as follows:</p> <ul style="list-style-type: none"> • post-16 education and training providers • youth support services • careers advisers

	For more information about services for young people, please visit our local authority website.
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The College will share information through its internal management information systems, email, letter and telephone.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

How we transfer your personal information outside Europe

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

11. Nursery

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- [the information we collect about you and why we collect it;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#)
- [how we transfer your personal information outside Europe;](#)
- [will we monitor your use of the College's IT;](#)
- [your rights over your personal information;](#)

The information we collect about you and why we collect it

For children's welfare and monitoring purposes, we may collect your personal details including:

- details about your child including their date of birth and gender
- contact details including address, telephone number and email address for the parent/guardian or carer
- next of kin details including relationship and contact details
- where applicable names and contact details of your social worker
- area of vulnerability, i.e. looked after child, homelessness, financial hardship
- details of your family make up, siblings, ages and gender when making a referral to Children's or Adult Services
- Information about your nationality, residency and previous address if applicable

- academic attendance
- SEN Plan
- Child Protection Plan
- attendance and progress reports

We will use your information to:

- comply with statutory requirements including the requirements of Children's Social Care Services when making a referral to external services
- use in our annual nursery subscription with Learning Journals.co.uk providing consent is received from yourself
- apply for financial funding
- provide information when attending Multi – Agency professionals/professionals meetings
- provide information on your progress to Children's Services and Local Authorities and or the Police as appropriate, where there are safeguarding issues.

In addition to this, the College may process some information about you that is classed as 'sensitive' or 'special category' personal data, which requires additional protections. This includes information concerning your ethnicity, sexual orientation, religious beliefs, health or disability that we use for planning and monitoring purposes. We may also use this information in order to provide care, help or suitable adjustments. Access to and the sharing of your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

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

Except in the circumstances highlighted below, we process this information based on our legitimate interests:

We have a legitimate interest in wishing to interact with you and others to manage your safety and wellbeing. To enable us to do so we need to understand details of your personal circumstances

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

For access to learning journals, we require your written consent to collect and use this information. No information will be shared unless your consent has been provided.

Where the information provided is of special category or sensitive personal information (e.g. medical information) we will process it as there is a substantial public interest for us to do so.

How long we keep your personal information

We retain all children's files for 6 years unless the child received additional support, such as SEN or Safeguarding then it increases to 25 years.

How we share your personal information

We may share the personal information that you give us with the following organisations for the purpose of helping staff to make adjustments needed for your learning and attendance at meetings as well as ensuring you receive the help you need to stay on track and succeed on your chosen course. We also share information in order to provide support with finance and in order to ensure we access appropriate funding

Organisations	Purposes/Services
Department for Education	To meet statutory obligations as an FE College
Education and Skills Funding Agency	We share information in order to ensure we access appropriate funding
Student Finance England	To meet statutory obligations as an FE College
Local Authorities	To help students that need benefits and other financial services with the benefit agencies
Children's Services/ Social workers	To liaise with social workers in regards to students who need assistance
Other childcare professionals such as, health visitors, community paediatricians, speech and language therapists, educational psychologists, GP's, SEN support team, Early Years Consultants	To support children's development
CR8's and CR10 forms for safeguarding	Recording safeguarding information
Learning Journals	To track your child's development sharing pictures and videos through a secure passcode protected website

The College will share information through its internal management information systems, email, letter and telephone.

How we transfer your personal information outside Europe

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

We will monitor your use of College's computers

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices, which are not linked to the College's network or internet connection.

Automated decisions we take about you

All decisions are made with human involvement, we do not use personal data to make a sole decision by automated means.

Requesting access to your personal data (Subject Access Request (SAR))

Under data protection legislation, individuals have the right to request access to information that we hold about them. To make a request for your personal information contact:

Our Data Protection Officer is Parveen Ghulam. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at High Street, Deritend, Birmingham, B5 5SU or data.controller@sccb.ac.uk

You also 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/>); (If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance).
- 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.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, if you do not want the information to be used by anybody for direct marketing purposes, do not opt in.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at data.controller@sccb.ac.uk

Cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to our Privacy Policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.