

SOUTH & CITY COLLEGE BIRMINGHAM

General Privacy Notice

Notice about how we use your personal information

South and City College Birmingham (SCCB) 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 South & City College Birmingham, Digbeth Campus, High Street Deritend, Digbeth, Birmingham, B5 5SU. Telephone number 0121 694 5100. Email 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.

Who are you?

1. [a visitor to the College](#)
2. [one of our suppliers or contractors](#)
3. [One of our customers](#)
4. [Your rights](#)
5. [Changes to our Privacy Policy](#)

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain.

These rights are set out in more detail below.

Please note that on occasions we may process "special categories" of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

1 A visitor to the College

What would you like to learn more 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](#)
- [automated decisions we take about you](#)

The information we collect about you and why we collect it

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

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 to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- To be able to do so, we need to understand details of who is in our buildings and to be able to communicate with them.

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

- Personal information will be kept for up to 12 months.
- If you are involved in an accident whilst visiting the College, personal information will be kept for 3 years, from the date of the incident or until you reach the age 21, whichever is greater.

How we share your personal information

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

Organisations	Purpose/Service
Emergency Services, Police, Ambulance Service, Fire Service	To aid the Emergency services with any rescue, treatment and/or investigation involving you
Health and Safety Executive (HSE)	To aid HSE in any formal investigation of any accident involving you.

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this information.

2 One of our suppliers or contractors to the College

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

What would you like to learn more 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](#)
- [automated decisions we take about you](#)

The information we collect about you and why we collect it

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your:

- Contact details such as names, job titles and email addresses
- Bank account details, for payment of goods and services received
- Historic financial accounts, as held by and available from Companies House for tendering purposes
- VAT registration number, company or charity number
- Historic health & safety records, as held by and published by the Health & Safety Executive (HSE)
- References from some of your previous or current customers that you nominate as referees
- Confirmation from you that any of your staff intending to work, unsupervised by College staff, have had an enhanced check through the Disclosure and Barring Service (DBS), to ensure they are safe to work in a College environment with children and vulnerable adults
- Work portfolio of similar and relevant supply and/ or work experience

You may also be asked to provide details of the occupation and CVs of your staff to demonstrate professional and/or technical competence to deliver specific goods and/ or services.

In addition, where you visit a building we will collect and process the information set out in the [“visitor to our College”](#) section above.

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 engaging and managing our suppliers; and
- To be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then 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

- Personal information will be kept for up to 12 months after the termination of a contract.
- If you or your staff are involved in an accident whilst working at the College, personal information will be kept for 3 years, from the date of the incident or until you or the person reach the age of 21, whichever is greater.
- 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.
- Where necessary, data may be kept longer if there is a dispute with a supplier.

How we share your personal information

We may share the personal information that you give us with the following organisations below for the following purposes and services:

Organisation	Purpose/Service
Emergency Services, Police, Ambulance Service. Fire Service	To aid the Emergency Services with any rescue, treatment and/ or investigation involving you
Health and Safety Executive (HSE)	To aid HSE in any formal investigation of any accident or incident involving you
External Auditors and Funding Bodies including (but not limited Purpose to), Education and Skills Funding Agency (ESFA), West Midlands Combined Authority (WMCA) and European Union (EU)	To demonstrate compliance with the College and funding bodies' policies, procedures and regulations
Principal Contractors (as defined by The Construction Design and Management Regulation 2015)	To comply with the requirements under the Regulations and general health and safety requirements in relation to any construction activity
Both internal and external auditors	To comply with statutory reporting

Organisation	Purpose/Service
Subsidiary companies of the College	To complete procurement exercises
Financial software providers	Supplier information is stored within the financial software for the purposes given above
Banks	Supplier information will be used when making payments, which will then be stored within the bank's software

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this personal data.

3 ___ One of our customers

We store and use your information for the purposes of managing and charging for the services that our College offers.

What would you like to learn more 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](#)
- [automated decisions we take about you](#)

The information we collect about you and why we collect it

In order to engage and best serve our customers, we may collect information to meet service requirements and assess the fees that we will charge for the services provided.

We may also collect financial information such as credit or debit card details and contact information in order to charge for services.

In addition, where you visit a building we will collect and process the information set out in the ["visitor to our College"](#) section above.

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 engaging and managing our customers; and
- To be able to do so, we need to hold details of who those customers are.

Where we are required by law to hold certain records for health and safety purposes, then 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

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 or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

Customers visiting the Salon we will securely store personal information. In the event that the customer does not visit the salon for 4 years the personal information will be destroyed.

How we share your personal information

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

Organisations	Purpose/Service
Both internal and external auditors	To comply with statutory reporting
Debt collection agencies	To pursue unpaid amounts
Financial software providers	Customer information is stored within the financial software for the purposes given above
Banks	Customer information may possibly be collected when receiving payments, which will then be stored on the Bank's software

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this personal data.

YOUR RIGHTS

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 POLICY

We keep our privacy policy under regular review and will update periodically to make sure it remains relevant and accurate.

Approval & Review

Version 0.3
Comments: GDPR Working Group
Date: 12 January 2022

Version 0.3
Approval: GDPR Working Group
Date of Approval: 22 March 2022
Next Review Date: January 2024

Version History

Version	Date	Description
0.3	22 March 2022	GDPR Working Group to approve
0.3	12 January 2022	GDPR working Group General Privacy Notice
0.2	5 May 2020	General Privacy Notice