

SOUTH & CITY COLLEGE BIRMINGHAM

Privacy Notice for Parents of Children under 16 including the College Nursery

What is a privacy notice?

The purpose of a privacy notice is to explain to people why we collect your personal data, how we use it and how we protect it so you feel confident in the knowledge that we are safeguarding and protecting your information.

This notice is for parents/ guardians/ carers who enrol their children, or children in their care, to services within the college. - This includes learners studying within the 14-16 college and curriculum partnership, The Academy, or children who attend the college nursery.

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.

This notice sets out how we use your personal information as your education provider, in particular:

- **The information that you give us;**
- **The uses made of your personal information;**
- **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**
- **Your rights over your personal information;**

The personal information that you give to us

As part of your child's enrolment to the college we collect personal information from you including name, contact details, including address and telephone number and email address, date of birth, child's gender, guardian or emergency contact, ethnicity, free school meal and pupil premium status, previous attenders and progression data, religion, language, learning difficulties and disabilities, health information including medical allergies and special educational needs, criminal convictions (if applicable), and photos. Where applicable names and contact details of your social worker.

We collect information whilst your child is with us for children's welfare, to monitor their progression and support their learning as part of their care or learning plan. This will include information relating to their attendance, behaviour, support requirements, targets and predicted grades.

We may collect other personal details, such as 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.

How we use the personal information you supply to the college

We will use the personal information supplied to manage the child's learning, provide welfare and pastoral care, to track progress so we can help them achieve the best they can and apply for financial funding where applicable.

In the Academy and 14 to 16 year old we use personal information to allow tutors to mark and maintain registers of attendance, to register learners with the awarding bodies, to allow us to enter them for exams, or to provide an appropriate support plan or exam assessment. We also use this information to improve and develop teaching and services in the future.

In the nursery and school information is used to comply with statutory requirements including the requirements of Children's Social Care Services when making a referral to external services. 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.

It is also used to provide care, to keep children safe, meeting their dietary and religious requirements, as well as reporting on children's progress and development. We may use your information in our annual nursery subscription, with Learning Journals.co.uk providing consent is received from yourself.

We will not send you marketing information unless you have opted in to receive those during the enrolment process and we will only contact you through the methods you chose.

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

Generally, the information we collect is part of our public task of providing education and childcare services to you, but we also obtain freely given consent for other areas where you are able to opt in or out of other services. This allows us to collect the information we need on behalf of the government to drawdown funding or childcare grants on your behalf.

Some of the data we collect is deemed to be 'special' category (such as ethnicity, health or criminal convictions) but we process it because there is a substantial public interest for us to do so, and we also have to ensure a safe and secure environment for all learners and staff.

How we share your personal information

For 14-16 year old under the public task placed on us by the education and skills Funding Agency (ESFA) and the Department of Education (DfE) to find your education we have a duty to provide them with eligibility, enrolment and achievement data. We also provide them with data to enable us to access additional grants for pupil premium and free school meals. We use your child's unique learner number (ULN) to share data with the learning record service (LRS) regarding your qualification. We also have a duty to provide pupil data to the government to maintain the national pupil database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department. It is held in an electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more go to [HTTPS://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) For more information about the department's NPD data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

In the nursery we are required to support the local authority, social workers and the NHS in their legal duties to protect children in our careful stop we therefore share information related to progress checks and developmental needs this includes CR8's and CR10 forms for safeguarding. However, any information is always discussed with the parents so they are fully aware.

We may also share the personal information that you give us with local authorities, schools and youth support services (13+ only) but only in relation to the educational childcare services you are receiving. This is done to provide appropriate support for your children whilst they are with us, or to translate into care settings or educational institutions they move to. Personal data is always transferred securely. We may share data with the local authority and specialist support services to access provision and support for students such as IAG, school nurse provision, educational specialist, counselling, and for health and safety coverage for trips and visits. People have to remain in education until they are 18, so if they withdraw from our education programme before this age then we notify the local authority to highlight they may have not become 'not in education, employment or training' (NEET). However, this will only be shared with the relevant local authorities on a need to know basis.

We may also share your personal information with third parties who provide services and support to the college all learners but this will always be limited to the information required.

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.

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

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

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. This allows us to track your child's development sharing pictures and videos through a secure passcode protected website

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 receives additional support, such as SEN or Safeguarding then it increases until the student turns 25 years old.

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.

Approval & Review

Version: 0.1 draft

Approval: GDPR Working Group

Date of approval: 12 January 2022

Next Review: January 2024

Version: 0.1

Approval: GDPR Working Group

Date of approval: 22 March 2022

Version History

Version	Date	Description
0.1	January 2022	Separate policy for parents to cover nursery and school.
0.1	22 nd March 2022	GDPR Working Group to approve