

Learner Privacy Notice

Barnet and Southgate College collects, holds and processes personal information relating to its learners in accordance with the General Data Protection Regulation, GDPR.

We collect personal data in order to support the provision of learning services and to enable our students to benefit from access to education and training, pastoral care and to evaluate the quality of our services. We are also required to provide personal information to the Education and Skills Funding Agency (ESFA) who are responsible for funding, planning and encouraging education and training in England.

What personal information do we collect?

We ask that you provide your name, contact details, nationality, residency, previous qualifications, employment and educational history, assessment results, attendance information destination information, criminal convictions, sensitive information such as ethnic group, religion, sexual orientation, special educational needs and any relevant medical information. We will also collect your Unique Learner Number (ULN) and qualifications from the Learner Records Services.

Why do we need to process personal data?

We process your data in line with our legal obligations and our public task to provide education and training, providing lawful bases as required by GDPR. Where we process special category data, such as information about ethnic origin, disability or religion we do so for the purposes of equality and diversity to ensure that the College complies with relevant legislation and where appropriate improve services.

We collect data about criminal convictions as part of our public task to support those with a conviction.

We collect emergency contact details to support the vital interest of the individual in circumstances where the next of kin needs to be informed.

We collect parental contact details for learners on study programmes under our public task, so that we can inform them if you are absent from college and keep them updated on your progress at college.

We also use personal data collected under the lawful basis of consent to provide learners with the best possible opportunities to succeed. Information that has been supplied under consent, that consent can be withdrawn at any time by contacting the College's Customer Services Team.

The College will use your information to contact you in order to support you in your learning, for example inform you of changes to your course or after you have completed your programme of learning, to establish whether you have entered employment or gone onto further training.

How is personal information collected?

We collect personal information directly from the learner through enrolment forms, application forms, on programme, either on paper or online. We also collect learner information from other organisations, for example the Department for Education, DfE, the Local Education Authority, and a learner's previous school. An example of this information would be your previous qualifications or special needs.

Who has access to personal data?

Your data can be accessed by staff to provide services to you. Where the College engages non statutory external organisations to process personal data on its behalf, we require that these organisations comply with the General Data Protection Regulation, including to keep data confidential and secure.

The information you provide will be passed to the Education and Skills Funding Agency (ESFA), other organisations for the purpose of administration, careers, pastoral and other guidance, providing educational services as well as statistical and research purposes.

Other organisations with which we will share information include the Department for Education, the Department for Business, Energy and Industrial Strategy, local authorities, law enforcement agencies, social and welfare services, legal authorities, Prospects, Connexions, the Higher Education Statistics Agency, the Higher Education Funding Council for England, as well as other educational institutions and organisations performing research and statistical work on behalf of ESFA or their partners. Information may also be passed to Transport for London (TfL) to enable monitoring of attendance for their Oyster photo card schemes.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information on ESFA data protection may be found at:

<https://www.gov.uk/government/publications/esfa-privacy-notice> and for HESA:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

How do we protect your personal data?

We have technical and organisational measures in place to help ensure that your data are kept secure, not accidentally destroyed, misused or disclosed, and only accessed by staff as part of their role.

How long is personal data kept?

All data collected and processed on behalf of the ESFA or the Office for Students will be held for as long as we are legally required to do so, in accordance with the College's Records Management Policy, currently until at least 2030. Other data will be held for the period needed to fulfil our duty as a College. Any data provided by consent may be deleted on request.

What rights do you have?

Individual rights:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;

- for data we collect based on your consent you have the right to request the College to delete or stop processing

If you would like to exercise any of these rights, please contact the Data Protection Officer at dataprotection@barnetsouthgate.ac.uk or contact the College Reception.

To whom can I complain?

If you believe that the College has not complied with your data protection rights, you can complain to the College's Data Protection Officer at dataprotection@barnetsouthgate.ac.uk or to the Information Commissioner at <http://ico.org.uk>

What if I do not provide personal data?

If you do not supply the data needed to meet our legal obligations, the College will not be able to enrol you as a learner. If you do not provide data that we need to support you as a learner, for example in cases of learning difficulty, the College will be limited in the support that it can give.

Do we use automated decision-making?

When you use our website to contact us about courses, your information (name, email, mobile phone number) will sometimes be processed by a third party based in the United States of America before it is sent to the correct team in the College. The third party company is Privacy Shield certified, which means it complies with data protection rules as though it was within the EEA.

International Transfers

When you use our website to contact us about courses, your information (name, email and phone number) is processed by a third party based in the United States of America before it is processed by the correct team in the college. They are Privacy Shield certified which means they comply with data protection rules as though they were within the EEA.