

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, UK 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 Department for Education (DfE) 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 (LRS).

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 the UK 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 Information that has been supplied under consent, that consent can be withdrawn at any time by contacting the College's Customer Services Team.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, face to face, over the telephone, in emails. 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 Department for Education (DfE), other organisations for the purpose of administration, careers 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 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.

The College is obliged to provide you with the Privacy Notice issued by the Secretary of State for the Department of Education (DfE):

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>).

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form
https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288

For further information, please call 020 8266 4000, visit our website: www.barnetsouthgate.ac.uk or email: info@barnetsouthgate.ac.uk

- Or in writing to: Data Protection Officer, Judicium Consulting Limited, 5th Floor, 98 Theobalds Road, London, WC1X 8WB.

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

For the Higher Education Statistics Agency, HESA: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

For the Office for Students: <https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/>

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 dataservices@judicium.com 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 dataservices@judicium.com 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 and transfer data internationally?

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 or Ireland before it is sent to the correct team in the College. The third party companies have taken appropriate safeguards to require

that personal information remains protected. For data transfers to or from the United Kingdom, they make use of the standard data protection contractual clauses.