

BEEAS

Student Privacy Notice

How we use student information

Birmingham Ethnic Education and Advisory Service (BEEAS) is a well-established organisation, whose purpose is to help adults from local communities in the City of Birmingham.

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| This Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please contact the Data Protection Officer (currently the Executive Director) at:  1st Floor, Middle Office, Lozells Methodist Community Centre  163 Gerrard Street  Lozells  Birmingham  B19 2AH  Telephone – 0121 7166206  Email – info@beeas.org  An electronic copy of this document can be found at the BEEAS main office with the Admin team.  Alternatively, you can contact the Information Commission http://www.ico.org.uk/concerns |

BEEAS is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with relevant data protection rules.

BEEAS is a Data Controller. This means it is responsible for deciding how we hold and use personal information about you. We are required under Data Protection legislation to notify you of the information contained in this Privacy Notice.

**The categories of information we collect**

Whilst the majority of student information you provide is mandatory, some is provided voluntarily. In order to comply with the General Data Protection Regulation (GDPR) we will inform you whether you are required to provide certain information or if you have a choice.

BEEAS may collect the following types of data:

* name and contact information such as current address, email address, telephone number, date and country of birth, and nationality (we will allocate you an ID);
* information relating to the school/s and other college/s you have attended, courses completed, dates of study and examination results (including your UCI number);
* attendance information including lessons attended, absences and reasons;
* characteristic information such as languages;
* any information related to medical and health conditions that may impact learning;
* special educational needs for examination arrangements and learning support;
* parent or carer details if you are under the age of eighteen when you enrol; or
* Emergency contact details (these are optional if over the age of eighteen).

**How we collect student information**

BEEAS may collect personal data in a number of ways:

* from the information you submit to us in an application or enrolment form;
* when you communicate with us by telephone, email or via our website;
* When we need to make contact with organisations such our funders.
* in various other ways as you interact with us during your time as a student; or
* From third parties (for example, from your previous or current school or college).

**The lawful basis on which we process this information**

BEEAS processes this information under GDPR (General Data Protection Regulation) Article 6C (Legal Obligation) and 6E (Public Task). We will process special category information under Article 6 to comply with the GDPR.

We process this information to fulfil our contractual obligations, for the performance of our business as a charity and under our legal obligation and to allow us to comply with our statutory reporting obligations.

We process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for our, or third parties, legitimate interests (e.g. compliance with the terms of the Charities Act 2011).

We may use your personal data for the following:

* returns to Learning Records Service (LRS) to obtain or update Unique Learner Number (ULN) and Personal Learning Records (PLR)
* returns to the ESFA (an executive agency of the Department for Education) for funding (ILR funding returns) and other statistical purposes
* to provide you with services which may not be set out in your Learning Agreement but which are nevertheless a part of our academic and educational mission
* to monitor and evaluate the performance and effectiveness of our services to you, including by training our staff or monitoring their performance
* to maintain and improve the academic, corporate, financial, estate and human resource management of BEEAS
* to promote equality and diversity throughout BEEAS
* to seek advice on our rights and obligations, e.g. where we require legal advice; and
* Recovering money owed to us

We process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

* to meet our compliance and regulatory obligations, e.g. safeguarding; or
* In order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We also process your personal data where:

* it is necessary for medical purposes, e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional
* it is necessary to protect your or another person’s vital interests; or
* we have your specific or, where necessary, explicit consent to do so

**How we use student information**

The purposes for which BEEAS uses personal data (that can also be sensitive information) collected during your time as a student include:

* recruitment and admissions;
* academic matters including the provision of core teaching and learning services (for example, registration, assessment, attendance monitoring, exam entries and results)
  + maintaining student records
  + assessing your eligibility for bursaries and access to other sources of financial support;
  + providing library, IT and information services;
  + non-academic matters in support of our core services (for example, pastoral, disability, additional learning, careers and employability support)
  + safeguarding and promoting the welfare of students and
  + other administrative purposes such as carrying out research or audits, promoting our services, preventing and detecting crime, and dealing with complaints

If we use data relating to ethnicity, disability or health, this is for equal opportunities and to improve the quality of teaching and learning. We may also process data where:

* + we need to comply with legislation or ensure our sites are safe and compliant
  + it is necessary for medical purposes (for example, a medical diagnosis or contract)
  + it is necessary to protect your or another person’s vital interests or
  + We have specific and explicit consent to do so

**Keeping student information**

BEEAS will, subject to any other notices that we provide to you, retain your personal data for a period of seven years from the end of the academic year in which you leave BEEAS.

**Sharing student information**

BEEAS may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

* + agents where there is a legitimate reason for receiving the information (for example, counselling, mental health and safeguarding agencies)
  + those with an interest in progress or attendance (for example, any current or potential employers to provide them with academic references)
  + government departments and agencies where BEEAS has a statutory obligation to provide information (for example, the Home Office)
  + crime prevention or detection agencies such as the police or
  + parents and careers where there is a legitimate reason for disclosure

**Why we share student information**

BEEAS does not share information about its students with anyone without consent unless the law and our policies allow us to do so.

**Protecting your data**

BEEAS has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. BEEAS takes the protection of your data extremely seriously.

**Your rights and consent**

As a data subject you have a number of rights that include:

* + accessing and obtaining a copy of your data on request
  + requiring BEEAS to change incorrect or incomplete data and
  + Requiring BEEAS to delete or stop processing your data (for example, where the data is no longer necessary for the stated purposes of processing)

BEEAS will not always need consent to use your personal information such as when required to meet regulatory requirements.

**Updated November 2020**