

## Admissions 2023-2025

### **Terms:**

The College: this refers to Barking & Dagenham College (including all sites of delivery)

Academic Age: this refers to your age on 31<sup>st</sup> August 2024 for September 2024 and onwards starts. For starts prior to September 2024, this refers to your age on the 31<sup>st</sup> August 2023.

**Data Controller and Data Protection Officer:** The Data Controller is Barking & Dagenham College, Dagenham Road, Romford, RM7 0XU. 0208 090 3020 / [www.bdc.ac.uk](http://www.bdc.ac.uk) The Data Protection Officer for Barking & Dagenham College is Victoria Eastwood / [Victoria.Eastwood@bdc.ac.uk](mailto:Victoria.Eastwood@bdc.ac.uk) / 020 3667 0084.

Barking & Dagenham College is required to collect information from all its students for academic, administrative, audit, funding, health and safety, safeguarding, security, wellbeing reasons. The College is registered under the UK GDPR and is committed to being transparent about the data it collects. As well as the reasons stated above, other reasons for processing your data, falls under the following legal basis's: necessity for the performance of a contract; compliance with a legal obligation; protection of the vital interests of the data subject or of another natural person; necessary for performance of a task carried out in the public interest and general consent. By signing the applicant declaration, you are authorising the College to process your information for the purposes stated on Privacy Notice. It is your responsibility to ensure the College has an up-to-date record of your details. This includes, changes in name, address, contact details and next of kin details. If wish to update your details, please go to Reception who will signpost you to the correct department.

**Your Details:** If your academic age is 14-18, the College can confirm receipt of an application/interview/offer with your parent(s) / carer(s) / guardian(s) and School/Local Education Authority (LEA). We may also contact your previous school/educational provider to obtain, references including attendance, achievement (actual/predicted) and any additional required support. We will pass information to the police for the purposes of crime prevention and prosecution of offenders, where applicable and formally requested.

**Next of Kin / Emergency Contact Details:** If your academic age is 14-18 years old or under 25 years old and you are classified as a vulnerable adult, this must be a parent / carer / guardian. We will primarily use these details to contact them in the case of an emergency/incident of which you are involved in. We may also contact them in relation to any incomplete information on your application form or if we are unable to contact you in an emergency. We may also use these details to liaise with parent(s) / carer(s) / guardian(s) regarding 'Parents'/'Information' Evenings and learning opportunities at Barking & Dagenham College.

**Data Storage/Deletion:** Your data will be stored electronically and on paper. Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate for the above purposes. Paper records are stored in a secure location, this may be onsite/offsite. Your data is kept according to the College's Data Retention Policy. We are required to keep your data once you have finished your course for reasons relating to Achievements, Auditing and Funding. After this time your data is appropriately destroyed.

**CCTV/Security:** The College sites are monitored by CCTV and access control barriers/doors, this is for the protection of all site(s) users.

**Additional Learning Support:** To best support you whilst you are at College, you will be asked information relating to your individual needs. This means, we record any and all declared Learning Difficulties and/or Disabilities, Medical Conditions and Educational Health Care Plans. We also record if you declare any involvement with the Police including any current, previous, pending criminal convictions and/or NFA's (No Further Action's), if you are 'under 25 years old and a care experienced young person' so we can make appropriate arrangements to support you whilst at the College. All information relating to Additional Learning Support is processed by our Additional Learning Support Team and kept strictly confidential.

**Your Rights:** As this is your data, you have the right to access and obtain a copy of your data on request. You have the right to require Barking & Dagenham College to change incorrect or incomplete data. You have the right to require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing. You have the right to object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for processing. The College will only use "legitimate interests" as grounds for processing in a very few situations. If you would like to exercise any of these rights please speak to our College Data Protection Officer (stated above). The College does not use any software designed to automatically make decisions that may affect you. You have the right to complain to the Information Commissioner's Office (ICO) via post at, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. 0303 123 1113. [www.ico.org.uk](http://www.ico.org.uk)