

## Enrolments - 2025-2026

### **Terms:**

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

Academic Age: this refers to your age on 31<sup>st</sup> August 2025

### **Data Controller & 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) / 0203 667 0084.

Barking & Dagenham College is required to collect information from all its students for academic, administrative, audit, funding, health & 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 bases, 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 declaration on your learning agreement, you are authorising the College to process your information for the purposes above and for any that you opt in for on your learning agreement. It is your responsibility to ensure the College has an up-to-date record of your details. This includes, legal changes in Name, Address, Contact Details, Next of Kin Details and Medical Details. If wish to update your details, please go to Reception who will signpost you to the correct department. The College will pass on appropriate information onto awarding bodies, where they meant the above needs.

### **Your Details**

The College collects a range of details about yourself including, your name, date of birth, gender, address, previous address (if applicable), telephone number and email address. We also collect details of your previous/current qualifications, employment, employment status, educational history, nationality, residency and ethnicity.

If your academic age is 14-18 (or under 25 and considered a vulnerable learner),

1. The College may request data from your Previous School/s and/or Local Education Authority regarding your prior attainment, attendance, Child in Need, Looked after Child, or Child Protection plan statuses/details as well as SEND Support details at the point of enrolment.
2. The College can send/receive/discuss with your Parent(s) / Carer(s) / Guardian(s) and Previous Schools/Local Education Authority (LEA) regarding Exams (including exam papers), Support, Attendance, Progression and Disciplinary details/data.
3. The College can give your Parent(s) / Carer(s) / Guardian(s) access to your 'Educational Record' including access to our 'Parent Portal' and/or 'Parents App' containing performance information on your E-ILP (Electronic Individual Learner Plan) such as Attendance and Punctuality.
4. The College can use your mobile number & the mobile number of your next of kin/emergency contact, to send key college communication and attendance related texts.

If your employer or managing agent releases you from employment to attend College or pays/contributes to your fees, they may be routinely supplied with your attendance data and progress on the course. Your data may be passed over to a third-party company in order to gather your destination and feedback data once your course has ended. This is the sole purpose of the activity and your data cannot be used for any other purpose by the third-party company. Any data including (name, age group, contact numbers and email) shared will be deleted after the activity has taken place.

### **The Greater London Authority & Department for Education Privacy Notice**

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides Citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor and his advisers to public account. Find out more about what we do and who we work with at [www.london.gov.uk](http://www.london.gov.uk). The Mayor of London is responsible for the Adult Skills Fund (ASF) in London and the funding provided for your course. This funding is being used to 'match fund' a European Social Fund (ESF) programme for residents in Greater London. The majority of the information provided by you in this Enrolment Form is collected by the Department for Education (DfE) under its privacy notice (see below). This information is shared with the GLA, which operates as a data controller of your personal data under relevant data protection law. The GLA is required to process your personal data to enable it to carry out its functions and statutory responsibilities including reporting to the Department of Work and Pensions (DWP) on the 'match funding' of ESF programmes. In addition, the GLA collects some supplementary information to comply with ESF requirements, for which the DWP is the data controller. Information about use of and access to your personal data held by the GLA, details of organisations with whom the GLA regularly share data, information about how long the GLA retain your data, and how to exercise your rights is set out in the GLA AEB Procured Privacy Notice.

## Enrolments - 2025-2026

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](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education), By telephoning the DfE Helpline on 0370 000 2288. Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW. 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>

### **Individualised Learner Record (ILR) – Privacy Notice**

The ILR Privacy Notice can be found at <https://guidance.submit-learner-data.service.gov.uk/>

### **Learner Record Service (LRS) – Privacy Notice**

The LRS Privacy Notice can be found at <https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>

### **Student Financial Support / PayMyStudent**

Your data (Name, Sex, Date of Birth, Email, Address, Course Details, Attendance and Support Needs) may be shared with our third party PayMyStudent, for the purpose of creating you an account and processing your application for student financial support within PayMyStudent. Your data listed above is stored securely and only accessed when an account is created. Your data will be kept according to the College's Data Retention Policy.

### **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 (include Student Financial Support). After this time your data is appropriately destroyed.

### **Eligibility / Fee Remission**

The College is required by the DfE & GLA Funding Agencies to retain copies of all non-UK Passports and associated identification documents (which can include, but is not limited to, birth certificates, marriage certificates and E-visa's) for verification of Eligibility to study. The College may also retain copies of your Benefits/Bank Statements, Payslips and associated documents to provide evidence/reasoning for fee remission.

## Enrolments - 2025-2026

### **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 Barking & Dagenham 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)

### **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 police involvement including current, previous, pending criminal convictions or NFAs or if you are ‘under 25 years old and a care experienced young person’, in a ‘Kinship’ arrangement or a Child in Need, 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. We will pass information to the police for the purpose of crime prevention and prosecution of offenders, where applicable and formally requested.

### **Imagery/CCTV/Security**

Your photo will be taken when you are issued an ID card. This image will be assigned to your student file. It will be used for internal systems/processes such as registers, ID Cards and day passes. The College sites are monitored by CCTV and access control barriers/doors, this is for the protection of all site(s) users. Your ID card access around site(s) will be appropriate depending on your chosen course and personal circumstances, such as, lift access and car park access. If you wish to receive car park access, you will be required to provide us with your Vehicle Registration. The College has the right to prevent and/or restrict your access to and around our sites at our discretion. Your ID card activity may be used for attendance, behaviour and incident related issues. You may be asked to participate in preventative screening searches for unauthorised and illegal items / substances to maintain site security and the safety of all users of the premises, this can also include, but is not limited to the searching of any bags and vehicles you are bringing on site. CCTV imagery may be shared with the Police, where formally requested.

Your photo/imagery may be captured whilst onsite and used in digital or print publication/content for the College. This may include publications and advertisements produced by or for BDC for public relations and advertising purposes. You can opt out of this at the time of photography/filming, by speaking to the photographer/videographer. You can also remove consent later by emailing [marketing@bdc.ac.uk](mailto:marketing@bdc.ac.uk), with your student reference number, full name and your removal of consent request. If you are “Looked After” by your local authority or in “Kinship Care”, or a “Child in Need” we will not use your photo/imagery without a standalone consent form which you will have to sign separately. If you are under 25 and have an EHCP (Education, Health Care Plan), we must have a signed consent from a parent, carer or guardian. In these cases, a standalone consent form will be issued. All photos/imagery captured will be checked against these categories internally. If you request to remove consent later, BDC will endeavour to meet your request to the best of our ability and as soon as it is reasonably possible. If the request has been made and items have been printed and published, you’ll understand that removing your images may not be possible in this instance, but the use of your photo/imagery will be stopped moving forward. Your student reference number and contact details will be captured and used to accompany your photo/imagery and aid identification in our Content Management System (CMS). Additional information such as full name and course title may also be used for some publications if and when needed. In these cases, a standalone consent form will be issued. Your photo/imagery will be kept, archived and destroyed after three years, in accordance with our Data Retention Policy.

### **ID Cards/Lanyards**

College lanyards and ID cards, must be worn at all times whilst on College premises and whilst representing the College offsite, except when instructed to remove it for safety reasons whilst undertaking certain activities, such as, sports related or working in workshops. Lanyards/ID cards are to be presented or given to any member of staff who request it. If lost/vandalised a replacement card will cost you £5.00, these costs are not refundable. The price of replacement lanyards/cards are subject to change, please speak to the Learner Support Zone for up-to-date information. The College may decide to implement ‘No ID Card, No Entry’ periods throughout the academic year.