

People who study at City College Southampton (including those who apply for courses or apprenticeships)

Information we collect, process, hold and share	Why we collect and share this
Personal information (such as name, home address, email address, phone number)	To know who applicants, students and apprentices are and to be able contact them e.g. joining information, remind about key dates
Emergency contact information (such as phone numbers, email addresses, name and contact details of next of kin)	To know who to contact in an emergency
Personal characteristics (such as ethnicity, languages spoken, gender, sexual orientation, religion and eligibility for free college meals)	To understand our students better and ensure the College is offering equal opportunities to succeed
Photographs	To know who students are (identity badges, payment systems) and for publicity and marketing materials.
Special educational needs information	To enable the College to give students appropriate learning support
Medical information	To help students be healthy and safe
Qualifications previously achieved	To ensure students and apprentices are studying at the right level to be successful To ensure that funding agencies, students, apprentices and employers are appropriately billed for education and training.
Attendance data (at college and on work placement)	To identify any issues that are stopping students attending and to address them.
Academic performance, including tutorial notes and marks for college and national examination assessments	To track student progress on courses and support them to succeed. To track the quality of education the College provides
Pastoral support data, including notes	To support students and to keep them safe.
Careers data, including plans for the following year	To support students in career choices
Employer details (such as organisation name, address and phone number; names of key contacts in the organisation, email addresses, direct work phone numbers)	If a student is employed and their employer has asked them to attend this course as part of their work, or they are an apprentice, or the employer is paying for some or all of the course, then we will collect their details. This is in order to share student/apprentice progress with them and also to bill any fees.