



Leo Baeck College

Student Life Privacy policy February 2021

Leo Baeck College Registered office • The Sternberg Centre for Judaism • 80 East End Road, London, N3 2SY, UK
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Leo Baeck College is Sponsored by: Liberal Judaism, Movement for Reform Judaism • Affiliate Member: World Union of Progressive Judaism

A. What personal data is collected?

During your student life, the following personal data may be generated:

- Educational and training records.
- Academic progress and performance data (including attendance) and where necessary providing support.
- Disciplinary or grievance investigations / proceedings (whether or not you were the main subject of those proceedings).
- Electronic information (such as audit logs) in relation to your use of IT systems/swipe cards/telephone systems/entry systems;
- Your images (e.g. photographs or video);
- Car details (about those who use our parking facilities);
- Data about your fees, payments, and steps taken to collect fees.

Placement in the Community

- The college will receive information about your placement in the community (a "Community Placement Student Appraisal")

B. Do you collect any special category data?

- We collect the following special category data:
- sickness absence, health and medical conditions.

C. How do you collect my data from me?

- Electronic data is collected and held in a secure server environment
- Hard copy information such as letters are stored in locked filing cabinets in the main office
- We also collect Special Category Personal Data that you make public (disclose) yourself, for example, when seeking pastoral care.

D. Is any other data about me collected indirectly?

- Fellow students and staff may provide personal information about you during the course of your education.

D. Is any data collected when I used your website?

- No.

F. How do you use my personal data? And how do you justify it?

- The personal data collected and generated during your student life will be used for the purpose of
- administering your contract;

- providing education, training and assessment of academic progress and performance;
- monitoring equal opportunities;
- managing access to various services, such as IT;
- providing pastoral care:, e.g.
- to look after your health and safety
 - monitor your absence, and
 - to make reasonable adjustments
- monitoring compliance with our policies and contractual obligations.
- administrating complaints, appeals, interruption and withdrawal, fitness to study and fitness to practice procedures.

We need this data so that we can

- perform the contract between us, and
- complying with our legal and statutory and obligations.

Recordings of one-to-one sessions delivered online will result in personal data being processed.

Classes may be recorded including one-to-one teaching tutorials delivered online. This is on the basis of legitimate interests. The college considers that the processing is necessary for the purposes of the legitimate interests pursued

We need the special category personal data

- for diversity monitoring and health and safety;
- where processing is necessary for the establishment, exercise or defence of legal claims.

We will also, in the course of the College's legitimate activities, have to process data about religious belief.

G. Do you share my data with any other organisations?

- Student Bursary and Sponsoring Organisations

Where you are in receipt of a bursary, or a sponsorship, the organisation providing the bursary and/or sponsorship may receive the following information about your time at the College:

- Educational and training records
- Academic progress and performance data (including attendance).

- Disciplinary or grievance investigations / proceedings (whether or not you were the main subject of those proceedings).
- Data about your fees, payments, and steps taken to collect fees.

Placement in the Community

- The College will share information about you with your community placement.

We may share your personal information with our service providers/data processors so that they can provide services that support the delivery of your student life:

- Zoom – for online group classes and one-to-one sessions
- LBC cloud – data storage
- Movement for Reform Judaism – IT Support

H. How long do we keep your information?

- The personal data collected and generated during your student life will be retained as part of your educational file for the duration of any student life.

At the end of your time at the college, this information will then be archived and securely kept for up to 7 years, dependent on the information. Details of the college's retention policy is available upon request.

- Recordings made of online group classes and one-to-one sessions will be destroyed two years after you graduate from the programme.