
City of Bristol College Privacy Notice for Students

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Notice about how we use your personal information

We are the data controller of personal information about you. We are: City of Bristol College. Our address is: City of Bristol College, St George's Road, Bristol, BS1 5UA.

Our Data Protection Officer is Joanne Ward.

If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at corporate.services@cityofbristol.ac.uk or 0117 312 5006.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

The legal basis on which we collect and use your personal information

Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.*

* please note where legal bases vary from the above they are detailed specifically under individual departments below.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

How will we monitor your use of the College's IT

Users should be aware that their usage of IT facilities for Internet, and email will be monitored and, in some cases, recorded in line with the Human Rights Act 1998, Anti-terrorism, Crime and Security Act 2001, General Data Protection Regulation 2018, Regulations of Investigatory Powers Act 2000, and the Telecommunications (Lawful Business Practice) Interception of Communications Regulations October 2000, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Keeping Children safe in education guidance 2020, and the 'Prevent duty' (section 26) within the Counter Terrorism and Security Act 2015.

Monitoring and recording is carried out automatically through system logs. These logs are archived and retained for up to 12 months.

Your rights over your personal information

You have a number of rights over the way that your personal information is processed and used. You have the right to access your information, the right to rectify any errors, the right to be forgotten, the right to restrict processing of your data, the right to data portability, the right to object and rights in relation to automated decision making. Please refer to the College's Rights of Individual Policy for further details.**

* please note where rights relating to personal information vary from the above they are detailed specifically under departments below.

College Departments/Functions and your personal information

Admissions and Enrolment

The information that you give us

As part of your admission to the College we may collect your personal details including: name, address, date of birth, siblings, email address, phone number, first and second language, employment related data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor's details, behaviour record, gender-related information, details of previous support received, parental information, photo image, career status or special educational needs / additional learning support details.

How we use your personal information

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to contact you regarding careers information, advice and guidance, to check entrance exam results, to allocate you support, and to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to evaluate whether additional funding support can be provided to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave.

How long we keep your personal information

We will keep your information for a period of 7 years in line with JISC recommendations, after which it will be destroyed.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Your current school
 - To enable your transition from school to City of Bristol College
- Bristol City Council and other local authorities
 - To arrange additional learning support that you may require or your Education Health Care Plan
 - To support with Free College Meals when required
- Our Partners
 - To enable you to access a course that is right for you
- Your employer where they are paying your course fees, where you are undertaking an apprenticeship and / or work experience / an internship
 - To organise the payment of course fees with your employer

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

- UCAS
 - To update the UCAS system on your higher education application progress
- Purlos
 - To be able to communicate with you via WhatsApp on your course offers and enrolment

Support while you are a student with us including safeguarding

The information that you give us

During your time at the College we may hold your personal details including: name, address, date of birth, siblings, email address, phone number, first and second language, employment related data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor's details, behaviour record, gender-related information, details of previous support received, parental information, photo image, career status or special educational needs / additional learning support details.

How we use your personal information

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for putting together reports and registers, to contact you regarding careers information, advice and guidance, to allocate you support, and to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to evaluate whether additional funding support can be provided, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave.

We may share your personal information with external support agencies in the case of safeguarding concerns.

How long we keep your personal information

We will retain safeguarding information indefinitely.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Safeguarding related purposes
 - Public sector agencies (police, social services)
 - To fulfil our safeguarding duty
 - The prevention or detection of crime
 - The capture or prosecution of offenders

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

- One Team Logic
 - This is a provider of our safeguarding tracking software, My Concern

Administration

The information that you give us

As part of our administration of the College we may collect your personal and educational details including: your name, address, email address, date of birth, exam results, attendance, photo, first and second language, work assessment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), doctor's details, behaviour record, special educational needs details and sex-related data.

How we use your personal information

We will use your information to manage and administer your education. This will include information for making registers, class lists, trip lists, communications, reports, employer information (for example for apprentices and day release students), provide careers information, advice and guidance, calculate your entitlement to Learner Support Funds, provide marketing information where permitted to do so, cost and arrange additional support, capture your starting point to measure impact, to provide access to systems that will support you in researching your progression opportunities and to identify students who cannot be used for marketing photos.

How long we keep your personal information

We will keep your information for a period of 7 years in line with JISC recommendations. In addition, if you have studied on a course that has been funded by the Education and Skills Funding body, we are legally required to keep your information for a longer period of time. If your enrolment was prior to 2014/15 we will keep your details until March 2022, if your enrolment was in 2015/16 or onwards then we will keep your details until March 2030.

If you have engaged with an educational outreach activity under the Future Quest umbrella and you are under 21 years old at the time of first outreach activity: Your data will be retained for 15 years after graduation or until 30 years of age (whichever comes first). If you are over 21 years old at the time of first outreach activity: Your data will be retained for 15 years after graduation or for 10 years after your first outreach activity (whichever comes first).

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Your current school
 - To enable your transition from school to City of Bristol College
- Our Partners
 - To enable you to access a course that is right for you
- Bristol City Council and other local authorities
 - To arrange additional learning support that you may require or your Education Health Care Plan
 - To support in Free College Meals when required
- Your employer
 - To organise the payment of course fees with your employer
 - Safeguarding related purposes
- Education and Skills Funding Agency
 - To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled
- Office for Students/Department for Education (DfE) / The Higher Education Statistics Agency (HESA) / The Universities and Colleges Admissions Service (UCAS)
 - To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled

We may also share your personal information with third parties who provide services to the College.

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Organisation / type of organisation:

- Ipsos-Mori
 - If you are a higher education Student, your name, address, contact details and course information will be used to facilitate the National Student Survey. You do not have to participate and can inform them at the time, but we are contractually bound to provide this information.
- iGraduate
 - If you are a higher education Student, your name, address, contact details and course information will be used to facilitate the Destination of Leavers from Higher Education survey. You do not have to participate and can inform them at the time, but we are contractually bound to provide this information.
- UniFrog/OSCAR
 - Access to a system for you to research your progression opportunities and help you with personal statements for UCAS applications, find university courses, careers information, subject knowledge and apprenticeships
- Purlos
 - To be able to communicate with you via WhatsApp on your course offers and enrolment

Finance

The information that you give us

In order to manage the financial affairs of the College we collect and hold the following information about you: contact information, bank details where necessary, course information, funding information, your employer where necessary, Educational Healthcare Plan (EHCP) where applicable.

The uses made of your personal information

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you or your employer, to receive payment from funding agencies and local authorities, to make payments to our subcontracting partners, to make payments to suppliers (i.e. for trips, accommodation).

How long we keep your personal information

We will keep your information for a period of six years in addition to the current operating year. This is in order to comply with HMRC reporting requirements.

By exception, we may keep information for the purposes of evidencing certain grants which we may receive from the European Social Fund for a period of up to ten years, as required by condition of grant funding.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Students' employers where your employer is paying your course fees
- Funding agencies (i.e. ESFA, OfS)
- Bristol City Council and other local authorities if you are a 'High Needs' student
- Auditors

Purpose:

- To ensure that correct payments are received from the Student's employer
- To receive payment from funding agencies
- To receive payment for high needs income
- To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled.
- In order to provide audit evidence. Auditors will hold your information securely and treat it as confidential.

We may also share your personal information with third parties who provide services to the College. Organisation / type of organisation:

- Subcontracting partners where you are on a course with a CoBC subcontractor
- Landlords/Landladies if you are a DAF student, where residential accommodation is provided as part of your contract of study

Service:

- To make payments to the subcontractors for the services they have provided
- To make payments to landlords/landladies for residential accommodation

The information that you give us

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create as well as information on your progression and achievement whilst on your course. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

We will use your information for the purposes of teaching you and measuring your progress and achievements.

The legal basis on which we collect and use your personal information

Generally, the information is processed as part of our public interest task of providing education to you.

How long we keep your personal information

We will keep your information for a period of time as stipulated by the awarding body. Detailed information regarding retention of your student work is available on request.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Ofsted (further education inspection authority)
- QAA (higher education inspection authority)
- ESFA (Education and Skills Funding Agency)
- Awarding bodies
- Bristol City Council and other local authorities
- Public sector agencies (police, social services)

Purpose:

- Monitoring
- Quality analysis
- National benchmarking
- To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled
- To arrange additional learning support that you may require or your Education Health Care Plan
- To fulfil our safeguarding duty
- The prevention or detection of crime
- The capture or prosecution of offenders

We may also share your personal information with third parties who provide services to the College. Organisation /

type of organisation:

- Taylor Shaw (catering provider)
- VMC cashless payment app (catering provider)
- One Team Logic (safeguarding tracking and monitoring platform, My Concern)Safeguarding recording platform
- Internal social networking application

Alumni

The information that you give us

To maintain our Alumni network we collect and hold the following information about you: name, address, date of birth, former school, your destination information after leaving City of Bristol College (e.g. which employment, university or further study did you progress onto after leaving City of Bristol College), courses studied at City of Bristol College and your study related information at City of Bristol College (e.g. attendance, achievement).

How we use your personal information

We will use your information to manage and administer our Alumni network. This will include keeping you informed about news and events at City of Bristol College, engagement opportunities with the College or further study options at City of Bristol College.

The legal basis on which we collect and use your personal information

Generally, the information is processed on the basis of your consent.

How long we keep your personal information

We will hold your information for a period of no longer than five years at the end of which you will be contacted to review your consent. If at any time you wish to change your preferences or stop receiving messages from City of Bristol College, you can do so by contacting marketing@cityofbristol.ac.uk.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Ofsted
 - Analytical and statistical purposes
- QAA
 - Analytical and statistical purposes
- Office for Students

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

- JtoProfit (market research)

Service:

- Market research purposes and collect your current employment / study status (your destination details)

Marketing

The information that you give us

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information, where you heard about City of Bristol College, interests for future events, study information, your current destination (e.g. employment), photographs, videos and statements/testimonials.

How we use your personal information

We will use your information to:

- analyse the effectiveness of our recruitment
- conduct market research

With your consent we will use your information:

- in college marketing and promotional campaigns (e.g. advertising, prospectuses, website, general displays around the College)
- in press releases and other local or national media related activities
- to show courses or facilities and activities or to give a general idea of what it might be like to come to City of Bristol College
- to inform you about learning and wider engagement opportunities (e.g. open events)

The legal basis on which we collect and use your personal information

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

How long we keep your personal information

We will hold your information for a period of no longer than five years at the end of which you will be contacted to review your consent. If at any time you wish to change your preferences or stop receiving messages from City of Bristol College, you can do so by contacting marketing@cityofbristol.ac.uk.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Mailchimp
- Partners (e.g. partner universities) where you are a student studying with the HE institution
- Media Purlos including through the use of WhatsApp

Purpose:

- To keep in touch with you via email
- To prepare joint marketing or communications campaigns
- Press releases and journalist interviews

We may also share your personal information with third parties who provide services to the College.

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Organisation / type of organisation:

- o Latcham Direct – print and reprographics supplier

Service:

- To keep you informed about latest study opportunities at City of Bristol College

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our Privacy Policy

We keep our privacy policy under regular review. Any significant changes we make to our privacy policy in the future will be notified to you by email.