

City of Bristol College Privacy Notice for Students

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.

Which College Department would you like more information about?

- Admissions and support
- Administration
- Finance
- Teaching and learning
- Alumni
- Marketing

Admissions and support

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **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, 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, 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 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.

- **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.

- **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
- Your employer
 - To organise the payment of course fees with your employer
 - 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
- UCAS
 - To update the UCAS system on your higher education application progress

• **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 2016, 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.

Administration

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **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) and to identify students who cannot be used for marketing photos.

- **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.

- **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.

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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
- 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
 - 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.

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.
 - Tribal Group
 - Your name and course details will be shared with Tribal for our WAMEdu app which enables Staff to collaborate with you in relation to your course.
- **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 2016, and the 'Prevent duty' (section 26) within the Counter Terrorism and Security Act 2015.

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● **Your rights over your personal information.**

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Finance

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **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).

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.

- **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:

- Auditors
- Students' employers
- Funding agencies (i.e. ESFA, OfS)
- Bristol City Council and other local authorities

Purpose:

- In order to provide audit evidence. Auditors will hold your information securely and treat it as confidential.
- 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.

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

Organisation / type of organisation:

- Subcontracting partners
- Landlords/Landladies where residential accommodation is provided

Service:

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

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

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Teaching and learning

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **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.

- **The uses made of your personal information**

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)
- One Team Logic (safeguarding tracking and monitoring platform, My Concern)
- Tribal group (WamEdu social media application)

Service:

- Catering
- Internal social networking application
- Safeguarding recording platform

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Alumni

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **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)
- Just Contact (market research)
- Think Alumni (alumni network supplier)

Service:

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

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

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Marketing

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- **The information that you give us**

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information, 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
- use in college marketing and promotional campaigns (e.g. advertising, prospectuses, website, general displays around the College)
- press releases and other local or national media related activities
- 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
- 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)
- Media (your specific consent regarding this will be sought in advance; you will be provided with an opportunity to opt-out)

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.

Organisation / type of organisation:

- Net Natives – specialist online student marketing company
- Accent – print and reprographics supplier

Service:

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

- **How we transfer your personal information outside Europe**

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

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- **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 changes we make to our privacy policy in the future will be notified to you by email.