City of Bristol College Privacy notice for Employers

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 Lynette Wilson. 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"), the Data Protection Act 2018 and the Data Use and Access Act 2025

The information we collect about you and why we collect it

As part of our interaction with you, as an employer, we will store and use your details for the purposes of managing and operating the College and to communicate with you about your students.

Employer details are also held on the College's CRM system in order to assist the College in effectively delivering its public task of running education opportunities in the region.

We will record details such as your employer name, address, contact telephone numbers, who the main contacts in your organisation are, how many employees you have and what your organisation does. We will also record whether you are a levy paying employer and any documents that you have signed in relation to apprenticeship agreements.

You have a right to know what we hold about you and a right to ask us to remove that information. Please see below for more information on your rights.

The legal basis on which we collect and use your information

We collect and process your information as we have a legitimate interest in wishing to interact with you to manage and effectively operate our college. This information is also collected to ensure that we can fulfil our contractual obligations with the funding agencies.

How long we keep your information

We will remove contact details from your organisational record as staff leave your organisation or we have a new point of contact. Other data will be retained in line with the College's Data Retention Schedule.

How we share your information

We may share personal information such as your employer name and address with our funding bodies for the purpose of fulfilling our contractual arrangement and ensuring that we receive the funding for the qualifications we are delivering

How we transfer your information outside the UK

There may be occasions where your personal data is processed or stored outside the UK. Where this occurs, we ensure that appropriate safeguards are in place to protect your information, in line with UK data protection legislation. These safeguards may include:

- UK Government–approved adequacy regulations for the destination country;
- Standard Contractual Clauses (SCCs) with the organisation receiving the data;
- Technical and organisational measures such as encryption and access controls.

We only use reputable service providers who can demonstrate robust data protection and security practices

Automated decisions we take about you

We do not make automated decisions using your information.

Your Rights

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 and will update it from time to time to make sure it remains up-to-date and accurate.

Complaints

If you wish to make a complaint related to how we have used your personal information, please refer to the College's Complaints Policy.

Linked Documents

- Compliments, Complaints & Feedback Policy & Procedure.
- Data Retention Schedule
- Data Breach Policy
- Data Breach Procedure
- Data Protection Policy
- Image Use Guidance
- Information Asset Register
- IT Policy and Acceptable Use Procedures
- Protocol for Police Involvement on College Premises
- Rights of Individuals Policy and Procedure

Version	
Approved by:	SLT
Date of approval:	September 2026
Date for Review:	September 2029
Senior Manager responsible:	Director of Governance & Clerk to the Corporation & Data Protection Officer