Privacy notice for Students

Contents

1. Notice about how we use your personal information 2
2. The legal basis on which we collect and use your personal information 2
3. How we transfer your personal information outside the UK 2
4. How we monitor your use of the College's IT facilities 2
5. Your rights over your personal information 3
6. College Departments/Functions and your personal information 3
7. Support while you are a student with us (including safeguarding) 4
8. Administration 5
9. Finance 7
10. Teaching and learning 8
11. Alumni 9
12. Marketing 10
13. Your rights over your personal information 11
14. Changes to our Privacy Policy 12
16. Linked Documents 12

1. 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

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.

2. 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, although there may be other lawful reasons for us processing your data throughout the duration of your connection with our organisation.

As part of the activities, the College may take photographs and record images of individuals. The College will obtain consent for the use of images used for social media, for marketing and promotional materials when individuals are clearly identifiable.

3. How we transfer your personal 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.

4. How we monitor your use of the College's IT facilities

Users should be aware that their use of College IT facilities, including internet access, email and other electronic communications, may be monitored and, where appropriate, recorded in accordance with the Human Rights Act 1998, UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, Regulation of Investigatory Powers Act 2000, Investigatory Powers Act 2016, Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Safeguarding Vulnerable Groups

Act 2006, Equality Act 2010, Keeping Children Safe in Education (KCSIE) 2025, and the Prevent Duty under Section 26 of the Counter-Terrorism and Security Act 2015.

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

There may be cases where manual searches are also conducted when necessary.

5. 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 automate decision making. Please refer to the College's Rights of Individual Policy for further details.

6. 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:, but not limited to, 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, sex, 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 usually keep your information for a period of 7 years in line with JISC recommendations, although we may be required to retain some records for longer in line with other legislative, funding or awarding body requirements.

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

There may be other organisations with whom we share your details in order to administer your education or provide you with support and opportunities whilst you are a learner with us.

7. 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, but not limited to, 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,, sex , 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. Most other information is retained for a period of 7 years following the completion of your course, although we may be required to retain some records for longer.

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

Organisation / type of organisation:

- The Safeguarding Company- This is the provider of our safeguarding tracking software, My Concern.

There may be other organisations with whom we share your details in order to administer your education or provide you with support and opportunities whilst you are a learner with us.

We may also share information with parents or carers when appropriate in order to best support you throughout your course.

CCTV:

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture images of people who access the College.

8. Administration

The information that you give us:

As part of our administration of the College we may collect your personal and educational details including, but not limited to,: 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 generally keep your information for a period of ~~7~~7 years from the date your studies end. However, we may be required to keep your information for longer, in line with legislative, funding or awarding body requirements.

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 such as South Gloucestershire Council

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.

- Office for Students/Department for Education (DfE) / The Higher Education Statistics Agency (HESA) / The
Universities and Colleges Admissions Service (UCAS) / West of England Mayoral Combined Authority

To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled.

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

Examples of 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

9. 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. DfE and OfS).
- Bristol City Council and other local authorities if you are a 'High Needs' student.
- Auditors.
- Debt collection agency

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.
- To recover outstanding debts

We may also share your personal information with other 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 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 for residential accommodation.

10. Teaching and learning

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.

Examples of organisation / type of organisation:

- Ofsted (further education inspection authority).
- QAA (higher education inspection authority).
- The Department for Education (DfE).

- 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 other third parties who provide services to the College.

Examples of Organisation / type of organisation:

- Aramark (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.
- Providers of education tool platforms

11. Alumni

The information that you give us:

To maintain our Alumni network we collect and hold the following information about you: name, address, contact details. 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 other third parties who provide services to the College.

Organisation / type of organisation:

- JtoProfit (market research)

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

12. 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; and,
- 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; and,
- 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 intend to hold Alumni information indefinitely and will provide regular updates from the College. We will invite Alumni to update their details regularly. 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.

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:

- Latcham Direct – print and reprographics supplier Service.

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

13. 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.

- 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.

14. 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 communicated to you.

15. Complaints

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

16. Linked Documents

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

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