

The Data Controller

Bishop Auckland College/South West Durham Training is the Data Controller for any personal data you give us. Contact details:

Bishop Auckland College
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6JZ
01388 443000

South West Durham Training
Durham Way South
Aycliffe Business Park
County Durham
DL5 6AT
01325 313194

The Data Protection Officer for both organisations is Vicky Nelson. If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact the Data Protection Officer:

Data Protection Officer
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6JZ
01388 443100
DPO@bacoll.ac.uk

Introduction

This Privacy Notice for students at Bishop Auckland College (BAC)/South West Durham Training (SWDT) (hereafter to be termed 'the Organisation') has been prepared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It details the kinds of personal data we process about you, how we use your data and the conditions under which we may disclose it to others.

Whenever you provide personal information, we will treat that information in accordance with this notice, current legislation and our data protection registration. We also aim to meet current best practice.

Your personal data is information which is about you. It can be data that directly identifies you or data that can be put together with other data to identify you.

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and operational procedures to safeguard and secure the information we collect from you.

When processing your personal data, we will:

- Tell you the reason we're asking for it
- Only ask for information we need
- Make sure we don't keep it for longer than necessary
- Protect it and make sure only appropriate people have access to it
- Let you know if we'll share it with other organisations
- Keep it up to date where necessary
- Train our staff to ensure we use and protect it properly

In return, we ask you to:

- Give us accurate information
- Tell us as soon as possible if there any changes to your personal information

Information we may collect and process about you

- Personal information (such as name, previous name, title, gender, address, time at current address, household situation, household income, date of birth, email address, phone number, national insurance number, nationality)
- Qualifications, examinations, assessment and attainment
- Emergency contact number(s)
- Medical reports, assessments, and other related diagnostic information
- Car registration number for the purpose of accessing the College car park
- School last attended (only if under the age of 19)
- Student financial circumstances and financial transactions (if applicable)
- Photograph (for student card) and CCTV images
- Relevant transition information from previous learning provider (where required)
- Employer/employment details (such as unemployed, employed, length of time)
- Attendance data (such as sessions attended, absences, absence reasons, etc)
- Disciplinary, academic misconduct, behaviour information and other information on your student record (if applicable)
- Records of communications sent to you by the Organisation or received from you i.e. complaints, appeals, extenuating circumstances (if applicable)
- Feedback you provide to us i.e. surveys, focus groups, suggestions
- Passport, driving licence and a recent utility bill for obtaining DBS, where required

We also may collect the following special category data

- Ethnic origin and race
- Disclosure of criminal convictions, Disclosure Barring Services (DBS) checks, (if applicable, certain courses and placements require DBS checks to be carried out)
- Learning difference, additional support, medical information, health and mental health, disability, welfare, safeguarding (if applicable)
- Biometric data – finger print unique identifier (where required)

How we may collect your personal information

Typically, we can collect your information before you join us as a student and during your time as a student at the Organisation. We can collect the information in a variety of ways including the below:

- Application form
- Learner Support Application
- Online enquiry
- Telephone enquiry
- Face to face
- Enrolment form
- Email
- Letter
- On programme, i.e. registers, pastoral care
- Completion of surveys and feedback forms
- Social media
- CCTV footage
- From third Parties, such as the Local Authority, previous school, the Student Loans Company, social care teams etc.

How we may use your personal information

- a) Respond to your enquiries
- b) To plan any learning support that may be required
- c) Support teaching and learning

- d) To process your application
- e) Enrol you onto a course
- f) To register students with Awarding Bodies
- g) Provide appropriate pastoral care
- h) Allow you access to organisational services e.g. career advice and guidance, the Learning Zone, IT facilities
- i) Assess the quality of our services so we can improve the services we offer
- j) Work placement arrangements (if applicable)
- k) Monitor and report on student progress and attendance
- l) To access your learner support application
- m) To keep students safe/minimise risk (safeguarding, crime prevention)
- n) For marketing purposes/ to contact you about college closures, remind you about exams etc
- o) To comply with the law regarding data sharing
- p) To meet statutory duties placed upon us

The lawful basis in which we collect and use your personal information

Under the UK GDPR, the lawful basis we rely on for processing student information are:

- For the purposes of (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k) and (l) in accordance with the lawful basis of **Public task**: collecting the data is necessary to perform tasks that the Organisation is required to perform as part of its statutory function of providing education to you
- For the purposes of (m) in accordance with the lawful basis of **Vital Interests**: to keep students safe (medical condition, safeguarding, etc). Processing personal data relating to criminal convictions and offences may also relate to the legal basis of **Public Interest**
- For the purposes of (n) in accordance with the lawful basis of **Consent** and **Legitimate Interests**
- For the purpose of (o) and (p) in accordance with the lawful basis of **Legal Obligation**

Who we may share your personal data with and why

- Education, Government departments and agencies for audits, reviews, to comply with legal, funding and data collection requirements e.g. research/analysis/statistics/equality & diversity, benchmarking purposes etc e.g.
 - Department for Education (DfE) (see DfE Privacy Notice <https://www.gov.uk/government/publications/esfa-privacy-notice>)
 - Education and Skills Funding Agency (ESFA)
 - European Social Fund (ESF)
 - Learning Records Service (LRS) - to issue you with a Unique Learner Number (ULN) and share information about your learning with organisations linked to your education and training.
 - Individual Learner Records (ILR)
 - Office for Standards in Education (Ofsted) - for the purpose of monitoring and inspecting teaching, learning and assessment.
 - Office for Students – governing body for all HE institutions
 - Apprenticeship Service
- Awarding Organisations – for the purpose of registering you for your qualification, exam arrangements and certification
- Third-party learning providers – the Organisation runs courses on behalf of third-party learning providers and therefore we are required to share information with them relating to their courses
- Suppliers and third-party data processors to enable them to provide the service we have contracted them for
- UCAS – information regarding students' application to Higher Education
- Local Authorities, including One Point – to ensure positive progression through education and training. To provide a range of statutory returns to the Department for Education (DfE)
- Schools – transition information

- Debt Collection Agency – if applicable, your information will be passed to a debt collection agency if course fees are unpaid
- Our legal and other professional advisers (including our auditors)
- Police, medical staff, health professionals/organisations, safeguarding teams etc – in an emergency to protect vital interests or to help prevent and detect crime.
- Health and Safety Executive – to report accident information/investigation purposes
- Parent/carer/guardian – attendance, behaviour, progress, support issues, etc
- Employers – where your employer has funded or allowed time off work for your qualification we may share attendance and progress/achievement data

We do not share information about our students with anyone without consent, unless the law and our policies allow us to do so.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them. We do not store or transfer your personal data outside of Europe.

Retention of your data

If you have applied for a course at the Organisation, but do not fully enrol, the information you have provided to us will be kept for a maximum of 12 months.

We will hold student data for the current academic year plus six years, this is part of our financial records in line with legislation. Data will be securely destroyed when no longer required. However, there are occasions where we will be required to hold your information for up to 20 years where we are instructed to do so from the European Social Fund (ESF).

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of study and date of birth). This will only be kept for funding purposes until the retention period (as explained above) has passed. Please refer to the Organisation's Data Retention Policy (ref: POL-DP-04).

Monitoring your use of IT systems

We monitor how you use the Organisation's equipment and computers and what websites you go on when you are browsing the internet, within the Organisation. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at inappropriate content.

If you do not wish to be monitored by the Organisation, you will need to use your personal devices which are not linked to the Organisation's network or internet connection.

Changes to our Privacy Notice

We keep our privacy notices under regular review. We encourage you to check this privacy notice from time to time for any changes. Our privacy notices are made available on our website found on the data protection page -<https://bacoll.ac.uk/Data-Protection>

Your individual rights

You have the following rights:

		Contact/Department
The right to be informed	This Privacy Notice provides information on how we process your personal information as a student.	Data Protection Officer DPO@bacoll.ac.uk
The right of access	<p>You have the right to request information that is held and processed by the Organisation about you.</p> <p>There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).</p> <p>If you would like to request information the Organisation holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to rectification	If you believe that any data which the Organisation holds on you is incorrect (e.g. address) you can contact the Organisation to inform us of any changes necessary and we will confirm that the changes have taken place.	Data Protection Officer DPO@bacoll.ac.uk
The right to erasure	<p>You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent).</p> <p>Where possible we will comply with all such requests, though some details are part of the Organisation's records, which we are required to keep for funding and legal purposes.</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to restrict processing	<p>You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications.</p> <p>However, we must continue to process some information for funding and legal purposes.</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to data portability	<p>You have the right to obtain and reuse your personal data for your own purposes across different services.</p> <p>If you request your data to be provided in a specific format we will endeavour to do this. However, if we are unable to provide you with your information in a specific format we will provide it in a suitable alternative.</p>	Data Protection Officer DPO@bacoll.ac.uk
The right to object	<p>We will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).</p> <p>We will stop processing your data for direct marketing if you tell us to.</p>	Data Protection Officer DPO@bacoll.ac.uk
The rights related to automated decision making including profiling	We do not use any automated decision making processes.	Not applicable

If you believe that the Organisation has not complied with your data protection rights, you can complain to the Information Commissioners Office (ICO).

To learn more about your above rights please visit the ICO website:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>