

# Privacy Notice - DP-PN-01 Student and Prospective Students

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## **Alternative Format Statement**

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

Quality Improvement Team

Email: [Quality@bacoll.ac.uk](mailto:Quality@bacoll.ac.uk)

Phone: 01388 443069

Please note: On our website we have the Recite Accessibility toolbar. If you select Accessibility on the top toolbar, any text on the website, including linked policies and procedures can:

- be converted from text to speech
  - be translated into over 100 languages including 65 text to speak voices
  - have its colour, scheme, text, font style, size and spacing changed
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## Privacy Notice – Student and Prospective Students

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### The Data Controller

Bishop Auckland College Group 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

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](mailto:DPO@bacoll.ac.uk)

## Introduction

This Privacy Notice for students at Bishop Auckland College Group (thereafter to be termed 'BAC Group') 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, signature, time at current address, household income, date of birth, email address, phone number, national insurance number, nationality, residency permit, share code)
- Qualifications, examinations, assessment and attainment
- Parent/Guardian Emergency contact number(s), name(s), email(s)
- Medical reports, assessments, and other related diagnostic information
- Car registration number

- 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 Group 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 Baring 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 within the Group. We can collect the information in a variety of ways including the below:

- Application form
- Learner Support Application
- Online enquiry
- Telephone enquiry
- Student-declaration Form
- Self-declaration Form

- Residency form
- 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 Organisations
- 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 assess 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 Group 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 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>)
- European Social Fund (ESF)
- North East Combined Authorities (NECA)
- 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
- Higher Education Statistics Agency (HESA) part of Jisc- Collects HE students data and uses it for the purposes of supporting funding, regulation, and quality assurance across the higher education sector. It helps ensure public money is spent properly, enables research and official statistics.
- Apprenticeship Service
- Awarding Organisations – for the purpose of registering you for your qualification, exam arrangements and certification

- Third-party learning providers – the Group 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, law enforcement agencies, 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 within the Group, 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 9 years, this is part of our financial records in line with legislation. Data will be securely destroyed when no longer required. BAC group will retain minimal core student records for 80 years for reference purposes, to confirm dates of study and qualifications conferred.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data. Please refer to the Group's Data Retention Policy (ref: POL-DP-04).

### **Monitoring your use of IT Systems**

We may monitor how you use the Group's equipment and computers and also which websites you access when you are browsing the internet, within the Group. 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 accessing inappropriate content.

If you do not wish to be monitored by the Group, you will need to use a personal device which is not connected to the Group'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>

For information about changes made to this Privacy Notice see the [Change log](#) found on our website.

### Your Individual rights

You have the following rights:

<b>The right to be informed</b>	This Privacy Notice provides information on how we process your personal information as a student.
<b>The right of access</b>	<p>You have the right to request information that is held and processed by the Group 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 Group holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).</p>
<b>The right to rectification</b>	If you believe that any data which the Group holds on you is incorrect (e.g. address) you can contact the Group to inform us of any changes necessary and we will confirm that the changes have taken place.
<b>The right to erasure</b>	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). Where possible we will comply with all such requests, though some details are part of the Group's records, which we are required to keep for funding and legal purposes.
<b>The right to restrict processing</b>	<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>
<b>The right to data portability</b>	<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>

<b>The right to object</b>	<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>
<b>The rights related to automated decision making including profiling</b>	<p>We do not use any automated decision-making processes.</p>

If you wish to exercise any of the above rights, please contact [DPO@bacoll.ac.uk](mailto:DPO@bacoll.ac.uk).

If you believe that the Group 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/>