

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

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

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

The McIntyre Centre
25 Newgate Street
Bishop Auckland
DL14 7EP
01388 825825

Durham Gateway
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6JZ
01388 443043

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

Phone: 01388 443100
Email: DPO@bacoll.ac.uk

Introduction

This Privacy Notice for students at Bishop Auckland College Group (hereafter 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 processing personal data in accordance with the principles of data protection law, including fairness, lawfulness, transparency, data minimisation, accuracy, storage limitation, integrity, and confidentiality.

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 are 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 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 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
- Change of details form
- Face to face
- Enrolment form
- Email
- Letter
- WhatsApp messages
- On programme, i.e. registers, pastoral care
- Completion of surveys and feedback forms
- Social media, including WhatsApp communications
- 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 data and our lawful basis

Purpose for processing	How we use your data	Lawful basis (UK GDPR)
Education delivery and student administration	To respond to enquiries, process applications, enrol you on a course, support teaching and learning, assess progress and attendance, register you with awarding organisations, provide access to services (e.g. IT systems, learning resources), and arrange work placements	Public task; Legal obligation
Student support and safeguarding	To provide pastoral care, assess learning support needs, safeguard students, manage welfare concerns and respond to emergencies	Public task; Vital interests; Legal obligation
Legal, regulatory and funding requirements	To meet statutory duties, comply with funding requirements, complete returns (e.g. DfE, DWP OfS, DCC, HESA), and support audits and inspections	Legal obligation; Public task
Finance and administration	To manage course fees, payments, financial support, and recover unpaid debts	Legal obligation; Legitimate interests

Quality assurance and improvement	To monitor and improve the quality of our services, evaluate student outcomes, and collect feedback through surveys and research	Public task; Legitimate interests
IT systems and security monitoring	To provide and manage access to IT systems, monitor usage, maintain security, and prevent misuse or unauthorised access	Legitimate interests; Legal obligation
Communications (essential)	To send important information such as course updates, exam information and college closures	Public task; Legitimate interests
Marketing communications	To send information about courses, events and opportunities where you have agreed to receive this	Consent

We may process special category data (such as information relating to your health, ethnicity, disability or biometric data) where necessary.

We rely on the following conditions under Article 9 UK GDPR:

- Substantial public interest (including safeguarding and equality monitoring)
- Social protection law (education and learner support)
- Vital interests (in emergency situations)
- Explicit consent, where required

Who we share your personal data with and why

We may share your personal data with education, government departments, regulators and partner organisations where necessary for audits, reviews, and to comply with legal, funding and data collection requirements. This may include the use of data for research, statistical analysis, equality monitoring and benchmarking purposes.

We may share your personal data with the following organisations where it is necessary, lawful and proportionate to do so:

- Department for Education (DfE) - to fulfil statutory duties, funding requirements, audit, monitoring and data collection (including the Individualised Learner Record (ILR), see DfE Privacy Notice - <https://www.gov.uk/government/publications/esfa-privacy-notice>)
- North East Mayoral Strategic Authority (North East MSA) - the regional strategic body responsible for devolved funding, skills, employment and economic development. Shared to support funding, audit, and delivery of education and skills programmes.

- 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.
- 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- for the purpose of regulation and compliance monitoring.
- 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 (Digital Apprenticeship Service – DAS) - To manage and administer apprenticeship programmes, including registration of apprentices, training provider and employer details, funding and payments, monitoring of progress and achievement, and compliance with funding and regulatory requirements
- Awarding Organisations – for the purpose of registering you for your qualification, exam arrangements and certification
- Third-party learning providers – delivering training on our behalf
- 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 (admissions processing)
- Local Authorities and associated services to support participation, progression and safeguarding -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, previous education providers and transition partners - To support your transition into further or higher education, including the sharing of relevant educational history, attainment, support needs and safeguarding information to ensure continuity of learning, appropriate support, and successful progression
- 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
- Employers – where your employer has funded or allowed time off work for your qualification, we may share attendance and progress/achievement data
- Parent/carer/guardian - Where you are aged 16–18, or where you have an Education, Health and Care Plan (EHCP) (up to the age of 25), we may share relevant information with your parent(s), carer(s) or guardian(s) where it is appropriate to do so. This may include information relating to: Attendance, Progress and achievement, Behaviour and conduct, Safeguarding and wellbeing

Where permitted and appropriate, we may also provide parent(s), carer(s) or guardian(s) with access to student information via our eTrackr Parent Portal to support engagement and monitor progress.

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 normally transfer your personal data outside of the United Kingdom (UK) or European Economic Area (EEA).

Where it is necessary to transfer your personal data outside of the UK or EEA, we will ensure appropriate safeguards are in place in accordance with UK data protection law. This may include:

- UK adequacy regulations; or
- Standard contractual clauses approved for use in the UK.

Retention of your data

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

Where you use the Group's IT systems, networks, or devices, we may monitor and record usage, including internet access and system activity logs.

This monitoring is carried out for the purposes of:

- maintaining the security and integrity of our systems;
- ensuring compliance with policies and acceptable use standards;
- safeguarding individuals; and
- preventing or detecting unauthorised access or misuse.

Our lawful basis for this processing is **legal obligation** and/or **legitimate interests**.

If you do not wish your activity to be monitored in this way, you should use a personal device that is not connected to the Group's network or systems.

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:

The right to be informed	This Privacy Notice provides information on how we process your personal information as a student.
The right of access	You have the right to request information that is held and processed by the Group about you. 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).

	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).
The right to rectification	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.
The right to erasure	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.
The right to restrict processing	You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications. However, we must continue to process some information for funding and legal purposes.
The right to data portability	You have the right to obtain and reuse your personal data for your own purposes across different services. 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.
The right to object	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). We will stop processing your data for direct marketing if you tell us to.
The rights related to automated decision making including profiling	We do not use any automated decision-making processes.

If you wish to exercise any of the above rights, please contact DPO@bacoll.ac.uk.

Complaints

If you believe that the Group has not complied with your data protection rights, we would encourage you to contact us in the first instance; however, you have the right to make a complaint directly to the Information Commissioner's Office (ICO) at any time.

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/>