

<b>Privacy Notice - Student</b>	
Process owner:	Data Protection Officer
To ensure that:	Students and applicants are aware of their rights and privileges under current data protection legislation
Which applies to:	All students and applicants
Monitoring and evaluation:	Deputy Principal Finance & Resources

<b>Introduction</b>
The GDPR introduces changes to the rights of individuals and to the responsibilities of organisations. This document seeks to address these, and to update and replace the existing BCoT student privacy notice. This document shows how we use your data, and who we may share it with.

<b>Scope</b>
This privacy notice applies to all students and to prospective students

Date Reviewed: Jun 2019		Date Review Due: Jun 2020
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## Notice about how we use your personal information

We are the data controller of personal information about you. We are Basingstoke College of Technology. Our address is: Worting Road, Basingstoke, Hampshire RG21 8TN.

Our Data Protection Officer is Greg Devereux-Cooke. 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 [gdpr@bcot.ac.uk](mailto:gdpr@bcot.ac.uk) or via telephone on 01256 306492.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

Which College Department would you like more information about?

- [Administration](#)
- [Finance](#)
- [Teaching](#)
- [Marketing](#)

## **Administration**

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

- [The information that you give us;](#)
- [the uses made of your personal information;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#)
- [how we transfer your personal information outside Europe;](#)
- [will we monitor your use of the College's IT;](#) and
- [your rights over your personal information.](#)

### **The information that you give us**

As part of your application and admission to the College we will collect your personal details including: name, address, date of birth, telephone number, mobile number, email address, next of kin/emergency contact details, record of courses taken, work assessment data, dates of attendance, exam/test results, ethnicity, health information, behaviour record, special needs details.

### **The uses made of your personal information**

We will use your information to manage the application process and 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 check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, 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.

### **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.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **How long we keep your personal information**

We will keep your personal details for 6 years after the end of your time with us, except where your course has been funded at least in part by European Social Fund (ESF) funding. In this case, we will keep your details for 10 years after the end of the current ESF contract.

### **How we share your personal information**

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We may share the personal information that you give us with the following organisations for the following purposes.

Organisation / type of organisation:

- Education & Skills Funding Agency (ESFA)

Purpose:

- As required by law, we must return your details to the ESFA when you have enrolled with us and are in receipt of full or part government funding

Organisation / type of organisation:

- Office for Students (OfS)

Purpose:

- As required by law, we must return your details to the OfS when you have enrolled with us on a higher education course

Organisation / type of organisation:

- Student Loans Company (SLC)

Purpose:

- As required by law, we must return and confirm your details to the SLC when you have enrolled with us on a course where it has been necessary for you to take out a loan – either a Higher Education loan or an Advanced Learning Loan.

Organisation / type of organisation:

- Hampshire County Council (HCC)

Purpose:

- As required by law, we must return your details to the HCC to enable them to fulfil their duties in Raising the Participation Age

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

Organisation / type of organisation:

- J2Research

Service:

- We employ J2R to conduct our destination surveys of leavers who have left college each year, and for whom we do not have a destination

Organisation / type of organisation:

- ProScan

Service:

- We employ ProScan to archive and to digitise our paper enrolment forms

Organisation / type of organisation:

● Safeguard Software

Service:

- We use this software to manage safeguarding incidents and coordinate our support for students who may need it

Organisation / type of organisation:

- Creative Car Park Ltd

Service:

- This company manages our car parking and Automatic Number Plate Recognition (ANPR) systems.

Organisation / type of organisation:

- IdXtra Ltd

Service:

- This company manages our ID card system and our cashless catering system, and may on occasion be asked to connect to it resolve issues.

Organisation / type of organisation:

- IS Oxford Ltd

Service:

- This company manages our Heritage library system, and may on occasion be asked to connect to it resolve issues.

**How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside of Europe. If it becomes unavoidable and data has to be stored outside of the EEA, it shall only occur when appropriate measures are in place to ensure the safety of your data, such as the US Privacy Shield scheme, that are of equivalence to the current UK data protection legislation. We have a data sharing agreement that we use when further protection is required.

**Finance**

**WHAT WOULD YOU LIKE TO KNOW ABOUT?**

- [The information that you give us;](#)
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**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: funding information, bank details, debit/credit card details, pre-pay card information (to use in canteen).

**The uses made of your personal information**

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We will use your information to ensure your place is appropriately funded, to pay/receive payment from you for courses, materials, exams, trips and visits.

### **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.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **How long we keep your personal information**

For the current financial plus 3 years

### **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.

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

Organisation / type of organisation:

- WPM Education

Service:

- WPM provide our online payment portal, so any payment using our online store or online enrolment facilities will go through WPM. This will also include our cashless catering system.

Organisation / type of organisation:

- Nucleus Commercial Finance

Service:

- Nucleus manage our collection of apprenticeship employer contributions. If you are an apprentice and your apprenticeship requires an employer contribution, your name will be included in the details sent to Nucleus.

Organisation / type of organisation:

- ACT Credit Management Ltd

Service:

- This company manages our debt collections, when it becomes necessary to recover outstanding debt.

Organisation / type of organisation:

- Legal Recoveries & Collection Ltd

Service:

- This company manages our debt collections, when it becomes necessary to recover outstanding debt.

### **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside of Europe. If it becomes unavoidable and data has to be stored outside of the EEA, it shall only occur when appropriate measures are in place to ensure the safety of your data, such as the US Privacy Shield scheme, that are of equivalence to the current UK data protection legislation. We have a data sharing agreement that we use when further protection is required.

## Teaching

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

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- [the legal basis on which we collect and use your personal information;](#)
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#### **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 any supporting evidence submitted. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

#### **The uses made of your personal information**

We will use your information for the purposes of teaching you and measuring your 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**

For the current year plus 4 years.

#### **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:

- Awarding bodies/exam boards

Purpose:

- To enable you to take exams as part of your course, and receive the qualification upon passing, we need to share your name, Unique Learner Number (ULN), and course with the appropriate awarding body.

Organisation / type of organisation:

- Learner Records Service (LRS), an ESFA service and part of .gov.uk

Purpose:

- The LRS provides the Unique Learner Number (ULN), a unique identifier used when you enter exams. We provide the LRS with your name, address and date of birth. The LRS privacy notice is [here](#).

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

Organisation / type of organisation:

- OneFile Ltd

Purpose:

- If studying a work based learning course, such as an apprenticeship, we will use OneFile to manage your e-portfolio. We will provide them with your name and date of birth to allow an account to be created.

Organisation / type of organisation:

- Google for Education

Purpose:

- We use the Google Suite of apps as part of your course, including Google Classroom, Sheets, and Drive. Your name will be shared to enable an account to be set up for you.

### **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside of Europe. If it becomes unavoidable and data has to be stored outside of the EEA, it shall only occur when appropriate measures are in place to ensure the safety of your data, such as the US Privacy Shield scheme, that are of equivalence to the current UK data protection legislation. We have a data sharing agreement that we use when further protection is required.

## **Marketing**

### **WHAT WOULD YOU LIKE TO KNOW ABOUT?**

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### **The information that you give us**

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information and year group, telephone numbers.

### **The uses made of your personal information**

We will use your information to: send you information relevant to your application, courses that you may be interested in, information about the college, information about future events; send you information about our services (e.g. the Restaurant at BCoT, Evolve Salon) that you may be interested in. We may use your photograph or case study in our promotional material.

### **The legal basis on which we collect and use your personal information**

Where you have a current application with us we will email you to keep you informed of the progress of your application. 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 an unsubscribe option).

Any other marketing we carry out will be on the basis of consent.

### **How long we keep your personal information**

Current year plus 3 years

### **How we share your personal information**

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

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Organisation / type of organisation:

- Akero Labs (Natives Online Ltd)

Service:

● Akero provides email marketing management, allowing us to send emails to our customers. We provide Akero with your name and email address.

Organisation / type of organisation:

- MailChimp (The Rocket Science Group)

Service:

● MailChimp provides email marketing management, allowing us to send emails to our customers. We provide MailChimp with your name and email address.

Organisation / type of organisation:

- EventBrite Inc

Service:

● EventBrite provides email marketing management, allowing us to send emails to our customers. We provide EventBrite with your name and email address.

### **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside of Europe. If it becomes unavoidable and data has to be stored outside of the EEA, it shall only occur when appropriate measures are in place to ensure the safety of your data, such as the US Privacy Shield scheme, that are of equivalence to the current UK data protection legislation. We have a data sharing agreement that we use when further protection is required.

### **WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?**

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. 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 any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

### **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; 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. Any changes we make to our privacy policy in the future will be notified to you by email or via the e-ILP/Dashboard.

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