



City of Bristol College Privacy Notice for Students



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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 Joanne Ward.

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 or 0117 312 5006.

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

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.*

* please note where legal bases vary from the above they are detailed specifically under individual departments below.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

How will we monitor your use of the College's IT

Users should be aware that their usage of IT facilities for Internet, and email will be monitored and, in some cases, recorded in line with the Human Rights Act 1998, Anti-terrorism, Crime and Security Act 2001, General Data Protection Regulation 2018, Regulations of Investigatory Powers Act 2000, and the Telecommunications (Lawful Business Practice) Interception of Communications Regulations October 2000, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Keeping Children safe in education guidance 2020, and the 'Prevent duty' (section 26) within the Counter Terrorism and Security Act 2015.





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: 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, gender-related information, details of previous support received, parental information, photo image, career status or special educational needs / additional learning support



Administration

The information that you give us

As part of our administration of the College we may collect your personal and educational details including: 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 keep your information for a period of 7 years in line with JISC recommendations. In addition, if you have studied on a course that has been funded by the Education and Skills Funding body, we are legally required to keep your information for a longer period of time. If your enrolment was prior to 2014/15 we will keep your details until March 2022, if your enrolment was in 2015/16 or onwards then we will keep your details until March 2030.

If you have engaged with an educational outreach activity under the Future Quest umbrella and you are under 21 years old at the time of first outreach activity: Your data will be retained for 15 years after graduation or until 30 years of age (whichever comes first). If you are over 21 years old at the time of first outreach activity: Your data will be retained for 15 years after graduation or for 10 years after your first outreach activity (whichever comes first).

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
 - 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
- Education and Skills Funding Agency
 - To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled
- Office for Students/Department for Education (DfE) / The Higher Education Statistics Agency (HESA) / The Universities and Colleges Admissions Service (UCAS)
 - To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled

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



City of Bristol College

Corporate Services

Privacy Notice for Students

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.

City of Bristol College

Corporate Services 207.28 ()3.77

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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:

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Organisation / type of organisation:

- o Latcham Direct – print and reprographics supplier

Service:

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

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the

