



## Student Privacy Notice

Scope and Purpose	This document outlines the student privacy notice, applying to all students at Belfast Bible College and should be read in conjunction with the Data Protection Policy and Student Fair Processing Notice
Who uses the process	Monitoring staff and students within the college
Process review	This process should be reviewed following the end of each academic year
Date last reviewed	June 2022
Date next review	June 2023

### Student Privacy Notice

Belfast Bible College collects, holds and processes personal information or “data” relating to its students. We need to do this in order for the College to carry out its functions and manage its operations. Under the Data Protection Act 1998 (and, from 25 May 2018, the EU General Data Protection Regulation), the College is legally responsible for the personal data we hold about you. One of our responsibilities is to tell you about the different ways we collect and use your personal data. This Notice tells you about these uses. In addition to this Notice, you may be given further information about the uses of your personal data when you use certain services offered by the College.



## **1. Why do we collect your personal data?**

Your personal data is required in order for us to:

- Fulfil our obligations to you under your student contract;
- Carry out our official functions as a Higher Education institution;
- Carry out our contractual obligations relating to course validating body/ies;
- Comply with our legal obligations;
- Pursue our legitimate interests (these will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals);
- Protect your vital interests, or those of another party, where necessary.

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

## **2. How do we collect information about you?**

We will collect your information in the following ways:

- Information gathered in the course of your application to the College, including contact details and qualifications;
- Enrolment information such as your choice of course, modules and associated timetabling provision;
- Details of your Student Record including marks and examination results;
- Financial information gathered for the purposes of administering fees and charges, loans, grants, studentships and hardship funds;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examination, examination monitoring, college community life events, and other events and activities you may attend at college;
- Information for issues around Safeguarding including Access NI and other references / background checks and relevant information
- Information related to the prevention and detection of crime and the safety of College staff and students including, but not limited to, CCTV recording;
- Information relating to breaches of University Regulations i.e. disciplinary matters;
- Information relating to breaches of College Code of conduct i.e. disciplinary matters;
- Information gathered for the purposes of equal opportunities monitoring;



- Information about your engagement and use of College Services, such as the Library and Placement Service;
- Information relating to the provision of advice, support and welfare, such as data relating to your use of the services offered by Disability Services;
- Copies of passports, visas, and other documents required to ensure compliance with Home Office requirements;
- Information gathered in relation to an application for a criminal history check if your course involves regulated activity.

### **3. How do we use your personal data?**

The College processes your data, including your photograph, during your application, and time as a student in order to:

- Process your enquiry or application to the college;
- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Ensure organisations facilitating placements can provide suitable learning experiences;
- Provide you with course information and coursework via the college VLE
- Provide appropriate support and other interventions relating to any declared disabilities;
- Administer the financial aspects of your studies, including tuition and accommodation fees;
- Give access to, and ensure the security of, College buildings;
- Provide or offer facilities and services to you during your time as a student and thereafter as part of the College's legitimate business (e.g. library access, computing, sports opportunities, accommodation, alumni membership and activities);
- Carry out its legal duties and statutory responsibilities;
- Provide data as required by validating body and their agents
- To monitor and ensure the college is meeting its Widening Participation obligations;
- Administer security, safeguarding, disciplinary, complaint and quality assurance processes and arrangements;
- Monitor compliance with the terms of any visa issued under the sponsorship of the College;



- Investigate indications of any breaches of University or College Regulations;
- Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience;
- Monitor the effectiveness and efficiency of College programmes;
- Fulfil statutory reporting requirements;
- Respond to requests made under the Data Protection Act 1998 and any successor legislation;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- Notify you of other services and events related to your studies (in accordance with your rights under the Privacy and Electronic Communications Regulations).

We will only use Sensitive Personal Data with your explicit consent, except in limited, exceptional circumstances permitted by the Data Protection Act (for example, to protect the welfare of yourself or others).

Your final academic award from the University is regarded as public information and details will be printed in the graduation programmes and forwarded to the College's Alumni Office to enable a lifelong relationship to be maintained. Graduation lists may also be forwarded routinely to various publications including newspapers, sponsoring organisations and supporters, and to your previous school. Graduation and Celebration of Studies ceremonies are regarded as public events and may be recorded and/or live streamed by the College and/or the validating University.

### **How long will personal information be retained for?**

The College will only retain your personal information for as long as necessary for the purposes explained above. We will retain some information after you leave the College to enable us to keep a record of your attendance and qualifications and for Alumni purposes, or to enable an informed reference to be given. Other information will be destroyed in line with our records retention schedules, as outlined in the Data Retention Policy.



Your validating university will also maintain records of your academic journey as required in Higher Education. For further information or advice about your rights under the Data Protection Act, including details of how to contact your University's Data Protection Officer, please see their webpages at:

<https://www.cumbria.ac.uk/about/organisation/professional-services/vice-chancellors-office/data-protection/>

### **Your Rights under the Data Protection Act**

You can visit the Information Commissioner's website for further information and advice on your rights under both the Data Protection Act and the General Data Protection Regulation. You also have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled. Please see [www.ico.org.uk](http://www.ico.org.uk) for further details.