



# **BCC DATA PROTECTION POLICY**

## **Bournemouth City College**

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*Bournemouth City College Ltd. is registered in England and Wales. Registration No: 6304701*

## **SUMMARY:**

Bournemouth City College (BCC) is committed to safeguarding privacy and personal data. Any information provided by students, staff or third parties will only be used in the ways described in this data protection policy.

BCC respects privacy and is committed to the protection of personal data. This policy will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

This document includes:

- 1) *General purpose of this policy***
- 2) *Controller***
- 3) *Informing BCC of changes***
- 4) *The data BCC collects about you***
- 5) *Data we gather***
- 6) *If the person fails to provide personal data***
- 7) *How BCC uses your personal data***
- 8) *Who else can access your personal data***
- 9) *Data security***
- 10) *Personal legal rights***
- 11) *Rights to access personal data***
- 12) *Contact and complaints***

BCC staff must follow the procedures and steps set out in this document to ensure that consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on a regular basis.

Policy created: 1 July 2019

Policy review: 1 July 2020

## **GENERAL PURPOSE OF THIS POLICY**

The Data Protection Policy aims to give information on how BCC processes personal data. It is important to understand that when BCC collects or processes personal data about students, members of staff or third parties, the policy sets up the data protection standards and BCC is fully aware of how and why BCC uses people's data.

## **CONTROLLER**

The BCC is the controller and responsible for personal data and comply with the data Protection Act 1988. Any student, employee or third party body (agent) who discloses personal information about another person without their permission and explicit consent will breach confidentiality and will be dealt with according to the BCC Disciplinary Policy.

## **INFORMING BCC OF CHANGES**

It is important that the personal data BCC holds about people are accurate and current. Please keep BCC informed if any of personal data of students, staff or third parties changes during the relationship with BCC.

## **THE DATA WE COLLECT ABOUT PEOPLE**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

BCC may process a person's data in order to enter into and perform a contract with a person, or based on BCC legitimate interest of fraud prevention, safety and security; error detection and rectification; marketing services; analytics in terms or visitors' website use and their experience in order to improve the service. Sometimes BCC may seek a person's consent or get in touch based on the contact email a person left on our website.

## **DATA WE GATHER**

BCC will process a wide range of information to perform their duties appropriately and they will include data about students, employees and agents. The personal data may include:

- Information a person has provided us with – this might be name, personal information (*DOB, nationality*) home address, contact details, passport or visa information, special educational needs, educational records etc – mainly information that is necessary for delivering a product/service or to enhance a person’s customer experience with BCC.
- Information from our partners – we gather information from our trusted partners with confirmation that they have legal grounds to share that information with BCC. This is either information a person has provided to them directly or that they have gathered about a person on other legal grounds.
- Publicly available information

BCC will collect some personal data from students and employees over the time period. Situation, where the data is collected and transmitted could be:

- Testing students and placing them into appropriate level
- Organising accommodation facilities, leisure or travel services
- Ensuring the wellbeing of students and employees is created

## **IF THE PERSON FAILS TO PROVIDE PERSONAL DATA**

Where BCC needs to collect personal data by law, or under the terms of contract we have with the person and the person fails to provide that data when requested, BCC may not be able to perform the contract or to enter into with person ( for example, to provide person with service). In this case, BCC may have to cancel the products or services.

## **HOW BCC USES YOUR PERSONAL DATA**

BCC will only use a person's personal data when the law allows to. Most commonly, BCC will use a person's personal data in the following circumstances:

- Where BCC needs to set-up the contract with students and employees
- Where it is necessary for BCC's legitimate interests and a person's interest
- Where BCC needs to comply with a legal or regulatory obligation.
- To support students academically and pastorally
- To meet safer recruitment guidelines
- To promote the school's successes

#### **WHO ELSE CAN ACCESS PERSONAL DATA**

BCC will not share personal data with strangers, third parties or other bodies without written authority or permission.

#### **DATA SECURITY**

BCC will only retain personal information for as long as is necessary to fulfil the purposes BCC collected it for or for the purposes of satisfying any legal, accounting or reporting requirements. BCC will only use your data for legitimate business interests.

To determine the appropriate retention period for personal data, BCC considers the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data.

In some circumstances, BCC may anonymise personal information so that it can no longer be associated with a person, in which case BCC may use such information without further notice to a person.

All information that is stored electronically will be securely password-protected, encrypted (*if necessary*) and only the designated members of staff will have access to

this information. Designated members of staff will then disclose any relevant information with other members.

## **LEGAL RIGHTS**

Under certain circumstances, an individual has the following rights under data protection laws in relation to an individual's personal data:

- Right to information – the person has the right to know whether personal data is being processed; what data is gathered, from where it is obtained and why and by whom it is processed
- Right to access – the person has the right to access the data collected from / about a person. This includes the right to request and obtain a copy of personal data gathered by BCC
- Right to rectification – means that a person has the right to request rectification or erasure of personal data from BCC records
- Right to erasure – means that in certain circumstances a person can request the personal data to be erased from BCC records
- Right to restrict processing – means that where certain conditions apply, a person has the right to restrict the processing of personal data
- Right to object to processing – means that in certain cases a person has the right to object to the processing of personal data, for example in the case of direct marketing
- Right to object to automated processing – means that a person has the right to object to automated processing, including profiling; and not to be subject to a decision based solely on automation that produces legal effects concerning or significantly affecting a person
- Right to data portability – means that a person has the right to obtain personal data in a machine -readable format or if it is feasible, as a direct transfer from one processor to another

- Right to lodge a complaint – in the event of BCC refusing a person’s request under the right of access, BCC will provide a person with a reason as to why.
- Right for the help of supervisory authority – the person has the right to the help of a supervisory authority and the right for other legal remedies such as claiming damages
- Right to withdraw consent – the person has the right to withdraw any given consent for processing of personal data

### **RIGHT TO ACCESS PERSONAL DATA**

A person will not have to pay a fee to access personal data.

BCC may need to request specific personal information to help BCC confirm a person’s identity and ensure that you have the right access to personal data. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

### **CONTACT AND COMPLAINTS**

Person requesting to access their personal information held by BCC will need to make a formal request in writing.

If a person has any questions regarding processing of the personal data, he/she can contact the BCC Managing Director on: [info@bournemouthcitycollege.com](mailto:info@bournemouthcitycollege.com) or at:

***Bournemouth City College, Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN***

The person has the right to make a complaint at any time to the Managing Director or to the Information Commissioner’s Office, the UK supervisory authority for data protection issues at: [www.ico.org.uk](http://www.ico.org.uk).