

# Privacy Notice for Learners

This policy is annually reviewed to ensure compliance with current regulations

**Approved/reviewed by**

Data Protection Officer

**Date of next review** July 2022

## Privacy Notice for Learners

### Notice about how we use your personal information

We are the Data Controller of personal information about you. We are: Boston College Our address is: Skirbeck Road, Boston, PE21 6JF.

Our Data Protection Officer is Fiona Wrisberg. 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 [dataprotection@boston.ac.uk](mailto:dataprotection@boston.ac.uk) or by telephone on 01205 365701 ext 3221.

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?

## Admissions

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

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

As part of your admission to Boston College we may collect your personal details including: name, address, date of birth, next of kin, email address, first language, work assessment data, dates of attendance, exam/test results, ethnicity, health information, behaviour record, gender, genetic data, special needs details, any social care involvement, criminal disclosure and biometric data (finger print).

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

We will use your information to manage and administer your education. This will include putting together class lists, sending event invitations, communicating with you, dealing with admissions, putting together reports and registers, checking entry exam results, allocating you to the correct classes for assessments, making arrangements for exams or visits, considering whether to offer places to learners, considering whether special provision or assistance is required for exams and visits and informing other colleges of 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 will we keep your personal information?***

Your application form will be held for 3 years, at which point it will be destroyed in line with the College Retention Policy.

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

Application data is shared internally with the Learner Services staff and teaching staff. This is to enable the College to ensure that courses are relevant to your career aspirations. Information is collected and shared internally to ensure that the relevant people are aware of your support needs. The College may share your data with external agencies, including Lincolnshire County Council for transport, your current school, as well as other support services as required.

## Enrolment & Exams

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

***The information that you give us:***

The Enrolment & Exams department will collect your personal and educational details including: your name, address, email address, date of birth, next of kin, telephone number, exam results, attendance, photo, first language, dates of attendance, ethnic origin, residency, nationality, health records/conditions (inc mental health), special needs details and gender, as well as information relating to your fee remission e.g wage slip, benefits etc.

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

We will use your information to manage and administer your education. This will include information to determine your funding eligibility, enrolment, exam entry, claiming of achievements, course fees, access arrangements, providing letters to confirm attendance.

***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 will we keep your personal information?***

Your enrolment data will be held for a minimum of 7 years (or in line with the funding contract); registers and log books will be held for 7 years, and exam results for 3 years, at which point it will be destroyed in line with the College Retention Policy.

***How we share your personal information:***

Enrolment and exam data is shared with internal College staff to assist with your education, and is shared externally with the Education and Skills Funding Agency, awarding organisations and examining bodies, Office for Students if you are studying a higher education course and Lincolnshire County Council. It may also be necessary for the College to share information with the Police, Courts and Tribunals, health, social and welfare organisations.

## Finance

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

***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: name, address, telephone number, email, funding information, bank details, your financial information for processing bursary applications etc.

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

We will use your information to ensure your place is appropriately funded, make payments to or receive payment from you, and to invoice you for your course fees.

***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 will we keep your personal information?***

Your financial data will be held for 6 years, at which point it will be destroyed in line with the College Retention Policy.

***How we share your personal information:***

Financial data will be shared with the College auditors and externally with the County Court or Sheriff's Office, if required for debt collection.

## Teaching

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

***The information that you give us:***

As part of the delivery of our courses to you, our staff will collect your coursework or portfolio for marking purposes, as well as data related to attendance, behaviour and progress.

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

We will use your information for the purposes of teaching you, supporting you on your course 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 will we keep your personal information?***

Your course work or portfolio will be held for 12 weeks after certification, at which point it will be available for you to collect in line with the College Retention Policy. The attendance data is held for 7 years then destroyed; behaviour and progress data is archived at the end of your period of study.

***How we share your personal information:***

We may share your data with Awarding Organisations to enable us to certificate your qualification and with the Internal and External Verifiers to confirm the quality of your work. If you are aged 18 or under, educational records, (which may include attendance, performance, grades and progression) will be shared with Parents or Guardians. As part of external inspections e.g. OFSTED, we may need to share examples of your coursework and information relating to your progress on your course.

## Marketing

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

***The information that you give us:***

For marketing purposes we collect: names, telephone number, dates of birth, email addresses, former school information and year group, and on occasions your photograph.

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

Marketing may use your details to contact you regarding your course, college events and information, or future courses that may be of interest to you. The marketing department may also approach you for photographs whilst studying here. These may be used for the college website, social media, printed material, outdoor media, and digital media including promotional videos, publications and newspapers.

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

Where you have previously studied at the College or commenced an application process with us, 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 clicking unsubscribe in the message).

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

***How long will we keep your personal information?***

Your consent to marketing will be retained for 3 years after completion of your studies, at which time it will be archived in line with the College Retention Policy.

***How we share your personal information:***

Marketing data will be shared with internal members of staff at the College to assist with your application and enrolment on to a course. Photographs taken of you whilst studying at College, may be used for the college website, social media, printed material, outdoor Media, digital media including promotional videos, publications and newspapers.

## General Information

***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 computers?***

We monitor 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
- 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 the Privacy Policy:***

The College will keep this privacy policy under regular review. Any changes made to this privacy policy in the future will be notified to you by email.