

## Privacy Notice – General (Non Staff or Students) - How we use your personal data

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Under data protection law, individuals have a right to be informed about how we use personal data we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who interact with us or work with us in a voluntary capacity for example all individuals who are not members of staff or students, such as governors, consultants, volunteers, parent/carers, next of kin, emergency contacts, service users/customers, contractors, assessors, visitors and members of the public.

We, Bradford College and the Bradford College Group, are the ‘data controller’ for the purposes of data protection law.

### The personal data we hold

Personal data and where appropriate Special Categories of Data that we collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- **Contact details** such as first name, middle names, surname, address, personal and work email addresses, personal and work telephone numbers
- **Financial details** e.g. bank details, salary details, tax/National Insurance details, pension details, credit/debit card details and purchase history
- **Lifestyle information** such as dietary preferences, hobbies, other likes/dislikes/preferences etc.
- **Location** e.g. physical or electronic information which identifies your location
- **Online/Unique identifiers** such as ID codes, online/website details e.g. usernames, passwords, session IDs, geo locations, device/pps ID, IP addresses, cookies, RFI tags.
- **Special Categories of Data** which may include information about racial and ethnic origin, religion, politics, trade union membership, genetic and biometric data (e.g. fingerprints used for ID purposes), health, mental health, physiological and disability information, sex life and sexual orientation, behavioural characteristics, social identity, cultural background, facial images, philosophical beliefs and economic data
- **Personal non-contact details** e.g. date of birth, age, gender, photographs, video imaging, passport details, visa details, driving licence details
- **References and Employment Details**
- **Information about business and pecuniary interests (where applicable)**
- **Academic and staff development information** subjects taught, exam results/qualifications/academic achievement/mandatory and voluntary professional body memberships/accreditations/certifications/training records

- **Complaints/Grievances details** such as Student, staff, public and other complaints to which you are a named party or involved in the investigation process
- **Health and Safety information** such as accident records, risk assessments, occupational health records, personal protective equipment records, industrial disease monitoring, insurance and legal claims, disability and access requirements
- **Criminal and Conviction Information** such as Disclosure Barring Service (DBS) checks and disclosures provided to us (see below) and other notifications

## Collecting this information

Whilst the majority of information you provide to us is mandatory or necessary to enable us to provide services to you or conduct our business activities, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide information to us or if you have a choice in this. Some of your personal information may also be provided to us by other sources for example, staff and students may provide your details as emergency contacts or our Contractors may provide details of their staff.

We collect personal data in a variety of different ways for example paper and online forms by email and verbally.

We may ask to see copies of your identification data to ensure we have your correct details and can verify your identity.

Collecting this data enables us to comply with our various legal and contractual obligations and conduct our business activities for example:

- Administration and management of our contractual relationship or membership (pre, during and post-contract/membership)
- Enable us to collect and make payments in relation to the contract, expenses, provision of goods etc.
- To enable us to provide mandatory training and voluntary training where necessary
- Performing pre and post contract checks which include references, professional qualification/academic checks, Qualified Teacher Status, DBS checks, visas, right to work in the UK, driver checks, risk assessments.
- Enable us to deal with assessor administration e.g. Invoices, CVs and CPD for the purposes of external quality assurance in relation to their occupational competence to assess students' work.
- Provide access to Bradford College and Bradford College Group Systems where applicable
- Provide a safe and secure environment through provision of Health and Safety, Occupational Health and Safeguarding services
- Hold contact details for parents/carers, next of kin, emergency contacts
- To take photographs for the purpose of providing an ID card where applicable
- To follow up on enquiries from you, visits to open days, non-attendance of interview/enrolments etc.

- To record entry and exit to our buildings/campuses e.g. visitor/contractor signing in books
- To use CCTV recording and photographic images for safety and security purposes
- To assist in the detection, investigation and prevention of crime
- Emergencies as defined in the Bradford College and Bradford College Group Business Disaster Recovery Plan(s).
- Comply with our Data Subject Access Request and Individuals' Rights obligations under the GDPR
- Governor participation in employee disputes and grievances which may involve Trade Unions
- Alumni membership and fundraising
- Other fundraising initiatives
- Complete and return Government and other funding body or awarding/validating body data collection returns for statistical and research purposes to;
  - Monitor Equality and Diversity
  - Inform the development of recruitment and retention policies
  - Collate data collection/statistical returns to the government, funding bodies, validating/awarding bodies and partnership agreements.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Comply with a contractual obligation
- Carry out a task in the public interest
- Less commonly, we may also use personal information about you where:
  - You have given us consent to use it in a certain way
  - We need to protect your vital interests (or someone else's interests)
  - We have legitimate interests in processing the data

The purpose of processing this data is to enable Bradford College and the Bradford College Group to:

- Establish and maintain effective governance
- Meet statutory obligations
- Facilitate a safe environment and as part of our safeguarding obligations
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for those who require them

The majority of the processing we carry out in relation to Bradford College and Bradford College Group is necessary to comply with various legal and contractual requirements such as:-

### Employment

- HMRC Income Tax and National Insurance Requirements ([www.gov.uk](http://www.gov.uk))

- Public Liability Insurance

### Health and Safety

- Health and Safety at Work etc. Act 1974 (and associated regulations and codes of practice)
- Equality Act 2010

### Safeguarding/Education

- Prevent Duty

- Section 175 of the Education Act 2002
- Further and Higher Education Act 1992
- 'Keeping children safe in education Statutory guidance for schools and colleges' Guidance ([www.gov.uk](http://www.gov.uk)) and adult safeguarding guidance

### Statutory Funding requirements

- Conditions of Funding Agreement  
Education and Skills Funding Agency

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Where we ask you for information for which we do not have a contractual or legal basis for processing, we will either tell you the legitimate basis for processing or obtain your consent.

### How we store this data

We are required to retain some information in accordance with statutory retention guidelines, for example, Health and Safety records and financial records. We will only retain what is necessary in accordance with prescribed retention guidelines set out in our Information Records Management Policy.

Personal data is stored in accordance with our Information Records Management Policy and Retention Schedules. When your relationship with us has ended, we will retain and dispose of your personal information in accordance with our Information Records Management Policy and Retention Schedules.

We maintain files to store personal information about specific groups of people as necessary for example governors, consultants, volunteers, parent/carers, next of kin, emergency contacts, service users/customers, contractors, assessors, visitors and members of the public.

The information contained in these files is kept secure and is only used for purposes directly relevant to your work with Bradford College and the Bradford College Group.

### Use of your personal information for marketing purposes

Where you have given us consent to do so, we may send you marketing information by e-mail or text promoting events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our Marketing Department or the Data Protection Officer.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

To enable us to comply with our legal and contractual obligations, we may need to share some of your personal information (and in some instances special categories of data) as follows:

- HM Revenue and Customs
- Local Authority/Local Safeguarding Board/Social Care Teams/LADO - for safeguarding purposes
- Disclosure and Barring Service – to obtain a DBS check to check for criminal convictions and offences
- Police and Enforcement Agencies – to assist in the detection, investigation and prevention of crime this includes the Courts and Coroner Service
- We share assessors details as necessary in connection with external quality assurance
- Emergency services in the event of an emergency
- Health and Safety Executive – to report accident information/investigation purposes
- Recruitment and employment agencies
- Previous and future employers/referees – pre and post contract and governor checks
- External Training and Travel Providers – booking and administration purposes
- Business system providers/suppliers and service providers e.g. Microsoft Outlook/365 e.g. Login details/file storage/Card and online Payment Systems
- We may share data with our 3<sup>rd</sup> party data processors e.g. Your Business voice
- Suppliers and service providers and professional advisers and consultants – to enable them to provide the service we have contracted them for
- Trade Unions - governor participation in employee disputes and grievances
- In connection with DSAR requests (Data Subject or Authorised Representative) e.g. information which may be contained within emails, documents, systems, paper and electronic records/filing systems and other forms of media, this may include work email address(es), work contact details and also the disclosure of information of which you were the author or to which you have contributed. This includes deleted and archived personal information which is still accessible.
- Information Commissioner's Office (ICO) (complaints/breaches investigations)
- Internal and external auditors (e.g. Financial accountants/HMI Inspectors)
- Government departments or agencies for government audits, reviews, comply with funding requirements, and data collection requirements such as research, analysis, statistics, equality & diversity and benchmarking purposes which include;
  - Department for Education (DFE) ([www.gov.uk/df](http://www.gov.uk/df))
  - Office for Standards in Education, Children's Services and Skills ([www.gov.uk/ofsted](http://www.gov.uk/ofsted))
  - Office for National Statistics ([www.ons.gov.uk](http://www.ons.gov.uk))
  - Education Skills and Funding Agency ([www.gov.uk/esfa](http://www.gov.uk/esfa))

- Depending on your role or interaction with Bradford College or the Bradford College Group, we may be required to share your personal information with government departments and agencies for example the EFSA to enable them to contact you directly

### **Third party processors and transferring data internationally**

Where we use third party processors or transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Disclosure and Barring Service (DBS) Checks**

For certain groups of people for example volunteers and governors, we may require a Disclosure and Barring Service (DBS) or similar check to be carried out, this check helps employers make safer recruitment decisions and prevent unsuitable people from working and interacting with vulnerable groups, including children. As part of the DBS check application process, as required by the DBS, we will provide you with a separate Standard/Enhanced Check Privacy Policy for Applicants and ask you to confirm you understand how the DBS will process your personal data and the options available to you when submitting an application. Further information is available at [www.gov.uk/dbs](http://www.gov.uk/dbs).

We may also ask to see a copy of your DBS Certificate for example if you are a visitor or contractor working or visiting the college or we may ask for confirmation that one is in place where there is an agreement with local agencies and other partners.

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes whilst you have an active relationship with Bradford College and the Bradford College Group.

### **Use of work and personal email addresses and social media**

To enable us to comply with our data protection responsibilities, where available, we will use your Bradford College or Bradford College Group issued email address or other official email address e.g. your company email address if you are a contractor or third party processor.

Care should be taken when posting personal information on Bradford College and Bradford College Group social media platforms such as Twitter and Facebook as posts can be shared publicly and we may have no control over your personal data.

### **Your rights**

Under the General Data Protection Regulation, you have various rights in relation to your personal information:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

- The right to object
- Rights in relation to automated decision making and profiling

Please note, exemptions may apply when making a request to exercise your rights, for example where we have to retain or process information for legal purposes. For more information visit [www.ico.org.uk/your-data-matters](http://www.ico.org.uk/your-data-matters).

### **How to access the personal information we hold about you**

Individuals have a right to make a 'Data Subject Access Request' to gain access to personal information that we hold about them. Please refer to our website [Data Protection and GDPR website Page](#) and/or [Data Protection \(GDPR\) Policy](#) for more information on how to make a request or contact our [Data Protection Officer](#).

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing - routine requests for changes to information you provide us with such as changing your contacts details etc. can be directed to the department you provided your details to or who manages your relationship with the college.
- Claim compensation for damages caused by a breach of the data protection regulations

### **Further information**

Please visit the [Data Protection and GDPR website page](#) for further information, for example how to make a Data Subject Access Request.

### **Concerns**

We take your concerns and any complaints about our collection and use of personal information very seriously. If you wish to exercise your rights, query anything within this privacy notice or think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Write to: Data Protection Officer, Bradford College, F Floor, Old Building, Great Horton Road, Bradford BD7 1AY or email: [dataprotection@bradfordcollege.ac.uk](mailto:dataprotection@bradfordcollege.ac.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office: Call 0303 123 1113; Report a concern online at [www.ico.org.uk/Concerns](http://www.ico.org.uk/Concerns) or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF