



**BRIDGWATER  
& TAUNTON  
COLLEGE**

# **PRIVACY POLICY**

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## **1 Introduction**

Bridgwater & Taunton College (BTC) is committed to respecting the privacy of its students, staff and visitors in line with our obligations under the General Data Protection Regulations (GDPR).

This privacy policy sets out the type of information we may collect and hold, and how it is used. It also contains contact details so you can get in touch if you have any queries or concerns about your personal information. Any personal information which is provided will be treated with the highest standards of security and confidentiality.

## **2 Who is processing my personal data?**

The 'Data Controller' is:

Bridgwater & Taunton College  
Bath Road  
Bridgwater  
TA6 4PZ

01278 455464

## **3 The College's Data Protection Officer**

The College's Data Protection Officer (DPO) can be contacted at the address above or by emailing [dpo@btc.ac.uk](mailto:dpo@btc.ac.uk).

## **4 Definitions**

### **4.1 What is Personal Data?**

Any information relating to a natural person who can be identified, directly or indirectly, by reference to an identifier such as name, identification number or one of more other factors.

Some more sensitive information is defined as 'special category' data – this includes race, ethnic origin, politics, religion, trade union membership, genetics, biometric data, health, sex life, sexual orientation.

### **4.2 What does 'processing mean'?**

Processing means collecting, recording, structuring, storing, amending, retrieving, consulting, using, disclosing, sharing and securely destroying data.

## **5 Why does the College process my data?**

The College can only process your data where it has a lawful basis for doing so. Whenever personal data is collected and processed the College will explain its lawful basis for doing so.

If you contact us, we may keep a record of that that correspondence.

### **5.1 Legal obligation**

As a provider of publically funded education, the College is legally required to process personal information on students for sharing with funding bodies and other agencies. This is only done where the law requires us to do so. Security of the information remains with the College until control is relinquished to a third party.

## 5.2 Public task

The College is a public authority whose public task is to deliver education. In carry out our public task, the processing of personal data is required for the purposes of advising, enrolling, providing pastoral support, teaching, assessing (internally and externally), safeguarding, reporting and managing educational progress, attainment and wellbeing.

## 5.3 Fulfilling a contract to which the data subject is a party

The College is contracted to deliver learning to each student. In the fulfilling of the contract, the processing of personal data is required for the purposes of advising, enrolling, providing pastoral support, teaching, assessing (internally and externally), safeguarding, reporting and managing educational progress, attainment and wellbeing.

## 5.4 Consent

Where personal data is processed with consent as the lawful basis, it will seek consent for each processing purpose. The College will also provide the means for consent to be withdrawn at any time.

## 6 Personal information from third parties

The College collects some information about students (and applicants) from third parties. This could include current/previous school/college/university, employer, Local Authority, Careers South West (CSW), health professionals, Student Loans Company and UCAS.

## 7 Categories of data processed by the College

To carry out our activities and manage our relationship with you, we may collect, store and process the following categories of data:

<b>Data Category</b>	<b>Example</b>
Biographical	Name, title, date of birth, age, gender, nationality
Contact	Address, email address, telephone number for yourself and your parents/carers (age dependent)
Administrative	Enquiry records, application records, student number
Compliance	Copies of records required for Home Office compliance Health and safety records (assessments, accident reports)
Financial information (including social and economic)	Banking details, records of payments, applications for funding and loans, debts to us i.e. appropriate information and documentation required to charge fees or to assess the eligibility to receive learner support funds and hardship funds
Historical information	Your education and employment history. Courses you have completed, dates of study and examination results
Sensitive personal data	<ul style="list-style-type: none"><li>• Racial or ethnic origin, religious or similar beliefs, sexual orientation</li><li>• Health information relating to the provision of advice, support &amp; guidance, including wellbeing, safeguarding and counselling notes</li><li>• Health information for Gym/Sports activities</li></ul>

	<ul style="list-style-type: none"> <li>• CCTV recordings and data relating to breaches of College regulations</li> <li>• Security reports</li> </ul>
Information relating to your educational journey	Assessment records, timetables, attendance records, examinations taken and resulting grades, details of extenuating circumstances, appeals, complaints etc.
Disciplinary data	Records of any breaches of our policies, investigations, witness statements, evidence (CCTV etc.) and actions taken
Placement details	Organisation overview, learning opportunities, dress code, facilities etc.
Photographs, audio or visual recordings	Used for the purpose of lesson capture, students assessment, production of ID cards, visitor logging, CCTV
Emergency contacts	The person you are providing contact data for
Security data	To administer building entry, CCTV and system login
Contract information	To enable the College to carry out obligations arising from any contracts entered into between you and us

We will also use the information you provide when filling in forms on our website. This includes information provided at the time of registering to use the site, subscribing to our service, posting material or requesting further services. We may also ask you for information when you report a problem with our site.

If you contact us, we may keep a record of that correspondence.

If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.

If you are a new customer, we will contact you by electronic means only if you have consented to this

## **8 Who does the College share personal information with?**

Students' personal information will be used by College staff in order to provide effective education and pastoral care.

Where there is a lawful basis to do so, students' personal information will be shared with parents/guardians, previous or subsequent school/college/university, Local Authority, Careers South West (CSW), employer, Awarding Bodies, health professionals, law enforcement agencies, Student Loans Company and UCAS.

Students' personal information may be processed on behalf of the College by third parties where the College engages in the use of software for a specific purpose.

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

## 9 Transferring your data to other countries

The College will only transfer personal data to a jurisdiction beyond the European Economic Area if the EU-US Privacy Shield Framework applies or the transfer is subject to an Adequacy Decision, Binding Corporate Rules or Model Contract Clauses as set out in Chapter 5 of the GDPR. By submitting your personal data, you agree to this transfer, or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## 10 How long is my personal information kept for?

Dependent on legal requirements, the College will keep some forms of personal data for longer than others. For specific retention periods you can refer to the College's Record Retention and Disposal Policy. When personal data is no longer required or has passed its retention date, your information will be securely disposed of or deleted.

## 11 Your rights and how to exercise them

Every individual, about whom the College holds personal data, has the following rights:

- **Right to be informed:** the right to be told about the collection and use of personal data
- **Right of access:** the right to request a copy of the information held by the College. This will be provided free of charge
- **Right of rectification:** the right to correct inaccurate or incomplete data held by the College
- **Right to erasure:** in certain circumstances individuals can ask for their data to be erased from College records
- **Right to restrict processing:** in certain circumstances individuals can ask the College to restrict the processing of their information
- **Right of data portability:** individuals have the right to have the data held by the College transferred to another organisation
- **Right to object:** individuals have the right to object to certain types of processing such as direct marketing
- **Right to object to automated processing:** individuals have the right to object to automated decision-making and profiling
- **Right to withdraw consent:** individuals have the right to withdraw consent, previously given, where no other lawful basis for processing applies

To exercise these rights, individuals (or authorised representatives) should contact the Data Protection Officer by email, telephone or letter.

## 12 Your responsibilities

Bridgwater & Taunton College collects and processes personal information necessary for the operation of the College and in the best interests of our students. It is your responsibility to provide accurate and complete information to enable the College to fulfil

its obligations. Failure to do so may invalidate any contract to which you are party with the College.

Where processing relies on your consent, the College will provide an accessible means by which consent can be withdrawn at any time.

### **13 Website and Cookies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The College uses Cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse the website and also allows us to improve our site.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **14 IP Addresses**

We may collect information about your computer including, where available, your IP address, operating system and browser type for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

### **15 Complaints**

If you feel that the College has not dealt correctly with your personal data you can complain to the Information Commissioner's Office <https://ico.org.uk/make-a-complaint/>.

### **16 Policy Review**

The Privacy Policy will be reviewed in line with future legislative changes, case law, or no later than three years after the issue date.