



Privacy Notice

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Document Version Control

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This Privacy Notice will be reviewed annually. Any amendments require the approval of our College Oversight Board.

This Policy is available on the College website, and is referenced in the Student Handbook.

If required, hard copy or large format edition may be requested from Student Services.

1 Introduction

This Privacy Notice outlines how Brit College processes personal data of former, current, present and prospective students. The Privacy Notice explains how Brit College collects, uses and shares your personal data, and your rights in relation to the personal data we hold on you.

Our HND programmes are awarded by Pearson BTEC, therefore for the purposes of registration, academic performance, decisions regarding progression and awards, relevant data is shared with Pearson BTEC.

Brit College is the Data Controller of your personal data and is subject to the United Kingdom General Data Protection Regulation (the "UK GDPR") and Data Protection Act 2018.

2 How we collect your data

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact with us before joining, for example when you express your initial interest in studying at Brit College
- when you apply to study at Brit College and complete application forms via our website, and when you complete other admissions and visa compliance processes and procedures
- when you communicate with us by telephone, email, social media or via our website, for example in order to make enquiries or raise concerns
- from your answers to any online and paper survey forms and questionnaires we ask you to complete
- from third parties, for example from your previous or current school, sixth form college, university, agent, Student Funding Companies

3 What data we collect

There is a wide range of types of personal data that we might collect from you. This includes, but is not limited to:

- Personal contact details such as name, title, home and term time address, telephone numbers, personal email addresses, next of kin and emergency contact information
- Date of birth and gender
- Information about your racial or ethnic origin; religion or similar beliefs
- Information about your sexual orientation
- Details you provided on your application form, any supporting documents requested as part of your admission and additional details provided by any referees and recorded following any interview and/or assessment process
- Where relevant, a copy of your passport, visa and other right to study documentation or information

- CCTV footage records when you are on campus
- Financial information related to tuition fees
- Records about your use of the academic and non-academic facilities and services that we offer including details of your engagement with your programme and your assessment results
- Information relating to a disability, mental or physical illness or specific learning difficulty

4 How we use your data

Your data will be held securely in your electronic student file. Only staff who have an operational requirement to access this information will be able to do so. Brit College may use your data to:

- To process your application, which may include, for example, seeking confirmation from other institutions and other relevant bodies of any information that you have declared on your application form
- To enrol you as a student and maintain your student record
- To communicate effectively with you by post, email, and phone
- To monitor the attendance of students in accordance with our Engagement Policy
- To record the details of your studies, and determine/confirm your academic achievements
- To process survey results to improve the quality of our services and teaching
- To administer the financial aspects of your relationship with us and any funding bodies
- To operate security (including CCTV) processes and arrangements
- To compile statistics for internal and statutory reporting purposes, for business improvement, and to support changes to service delivery
- To submit reports and statistics to government organisations and/or third parties, which is necessary to fulfil our statutory and legal obligations
- To monitor equal opportunities
- To ensure the safeguarding and welfare of students
- To offer alumni services

5 Sharing your data

The information shared and the manner of disclosure will be in accordance with the provisions of the Data Protection Act 2018 and UK GDPR. We may share your data with:

- relevant internal or external auditors for checking the integrity of our data and processes sharing data with our partners, agents, other agencies and public bodies, including our technology suppliers for example our hosting service provider
- the Higher Education Statistics Agency (HESA)
- National Student Survey (NSS)
- Graduate Outcomes Survey
- Office for Students (OfS)
- Home Office, UKVI. Relevant international students' records will be maintained throughout a student's period of study and 1 year after completion. UKVI will be notified of any breaches of, or non-compliance with, the UKVI regulations.
- Where relevant, your Student Funding Company, to ensure compliance with any loan agreement.

We will never share your data with any other third parties where it is not necessary to do so, or without asking for your explicit consent prior to the distribution of the information.

6 Keeping your data secure

Brit College has internal policies, which include our **Privacy, Security, Data Protection and Data Management Policy** and our **Retention & Secure Storage Policy** that explain how we keep your data secure. Controls are in place to prevent unauthorised access or disclosure, and to ensure that data is not misused and is not accessed except by relevant staff in the performance of their duties.

We will only retain your personal data for as long as it is needed for the purposes set out in this document, or for as long as the law requires us to.

We may retain your personal data for a period of six years after you have completed your course with us. However, some information may be retained indefinitely by us in order to maintain your academic record and respond to any enquiries. The information that may be kept indefinitely includes:

- Your name
- Date of birth
- Your student ID
- Your grades and achievement during your studies with us
- Your financial history with us

7 Further information

If you have any questions about this Privacy Notice or how we process your personal data or to request access to the personal data we hold about you, you can contact our HR on:

- hr@britcollege.ac.uk

8 Related regulations, policies and procedures

8.1 External reference points

- HESA Data Protection and Collection information
<https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- Data Protection Act 2018
<https://www.legislation.gov.uk/ukpga/2018/12/contents>
- The UK GDPR
<https://ico.org.uk/for-organisations/data-protection-and-the-eu/data-protection-and-the-eu-in-detail/the-uk-gdpr/>

8.2 Internal policies and procedures

- Engagement Policy
- Privacy, Security, Data Protection and Data Management Policy