

## Introduction

We are the data controller of personal information about you. We are: Bath College.  
Our address is:

City Centre Campus  
Avon Street  
Bath  
BA1 1UP

Our Data Protection Officer is Barbara Owen, Director of Human Resources and Organisational Development. 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:

City Centre Campus  
Avon Street  
Bath  
BA1 1UP

01225 328 756

[dataprotection@bathcollege.ac.uk](mailto:dataprotection@bathcollege.ac.uk)

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?

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## Admissions

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

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#### The information that you give us

As part of your application to study at the College we may collect your personal details including: name, date of birth, sex, ethnic group, nationality, residency status, home address, telephone / mobile number, email address, learning difficulties, disabilities, health problems, Education and Health Care Plan (EHCP), previous qualification grades.

#### The uses made of your personal information

We will use your information to manage and administer your application with the college. This will include: communicating with you during the application process; arrange interviews between you and curriculum staff; review your entry qualifications and assess your competency for your chosen course; scope potential inclusion arrangements; check your eligibility to study in the UK; check your eligibility to receive funding for your course and outline any potential fees to be paid; make a conditional or unconditional offer to study a course at the college; facilitate application decision-making and monitor conversion rates and EDI statistics.

#### 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 we keep your personal information.

A successful applicant's data will form part of their enrolment data and so will be subject to enrolled student's data retention policy, which will differ depending on whether an ESFA funding model with the potential for ESF match funding is used. See our retention policy for more details:

<https://www.bathcollege.ac.uk/wp-content/uploads/2018/05/Record-Retention-Policy.pdf>

An unsuccessful applicant's data will be held for a period of 1 year and then destroyed / deleted.

## How we share your personal information.

We share your personal information recorded through admissions with college staff that have a role in your application and the monitoring of admissions statistics. This will include the college's Student Advice Centre team, Curriculum Departments, Welfare and Inclusion teams, College Information Systems team and, where consent is given, marketing.

Outside of the college, we share applicant data with the local authority to assist their role in ensuring that all students in years 11 and 12 are offered full time education, employment, part time education with employment as part of the September Guarantee.

## How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.

## Administration

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

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### The information that you give us

As part of your studies at the College we may collect your personal details including: name, date of birth, sex, ethnic group, nationality, residency status, home address, term-time address, national insurance number, telephone / mobile number, email address, parent/guardian contact information (if under 18), emergency contact information, learning difficulties, disabilities, health problems, Education and Health Care Plan (EHCP), welfare categories (care leaver, young carer, etc.), criminal record information (for safeguarding duties), previous qualification grades, employment status, benefit status, bank details (for paying fees).

### The uses made of your personal information

We will use your information to manage and administer your studies with us at college. This will include: communicating with you regarding your academic progress, behaviour, attendance, punctuality and any other subject or event relevant to your learning; inclusion arrangements if you have declared a learning difficulty, disability or health problem; safeguarding and well-being arrangements if there is a safeguarding concern; adding you to class lists, registers and exam entries; enrolling you in college information systems to assist teaching staff with monitoring your academic progress, behaviour, attendance and punctuality; enrolling you in college information systems for administration of your data and to support funding and audit compliance; supply you with access to college resources such as ICT systems, door entry and library resources.

### 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.

Where the information is criminal offence data we process it under our official authority and only where it is lawful for us to do so.

## How long we keep your personal information.

Enrolled students are subject to the college's enrolled student data retention policy, which will differ depending on whether an ESFA funding model with the potential for ESF match funding is used. Information collected by the Welfare Team could be kept up to 99 years depending on nature of a safeguarding or welfare concern. See our retention policy for more details:

<https://www.bathcollege.ac.uk/wp-content/uploads/2018/05/Record-Retention-Policy.pdf>

## How we share your personal information.

We share your personal information recorded through enrolment with college staff that have a role in your studies at the college. This will include the college's Student Advice Centre team, Curriculum Departments, Welfare and Inclusion teams, College Information Systems team and, where consent is given, marketing.

Outside of the college, we share enrolled student data with the local authority to assist their role in ensuring that all students in years 11 and 12 are offered full time education, employment, part time education with employment as part of the September Guarantee.

Where there is a safeguarding or welfare concern, our Welfare Team may be obliged to share your personal information with safeguarding and welfare agencies as part of their duties to students and young people at college. A list of agencies the college works with can be found here:

<https://www.bathcollege.ac.uk/college-life/student-wellbeing/safeguarding-partners>

Where your course is funded by the Education and Skills Funding Agency (ESFA) we will share some of your personal information with the ESFA as joint controllers. Sharing with the ESFA is done through their specified dataset called the ILR (Individualised Learner Record) file and provided to the ESFA via their online "Hub". The purpose of this sharing is to receive funding for your course and provide assurances to the ESFA that the college is compliant in funding courses set out in its public task. The data shared with the ESFA is also used by the ESFA to produce the college's achievement rate reports. Additionally, where your course is funded by the ESFA, we will share any achievement of an ESFA-funded course at the college with the Learning Records Service (LRS). The ESFA issue their privacy notice here:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

The ESFA's privacy notice includes a summary of how the Learner Records Service (LRS) uses your information to record your achievement of funded courses and generate a Unique Learner Number (ULN) for you. The full LRS privacy notice can be found here:

<https://www.gov.uk/government/publications/lrs-privacy-notice>

Where you have applied for a loan with the Student Loans Company (SLC) we will share some of your personal information with the SLC as joint controllers. Sharing with

the SLC is done through their "Learning Provider Services" online portal. The purpose of this sharing is to administer your loan and report any changes in your circumstances that may pause the payment of your loan. The SLC issue their privacy notice here:

<https://www.slc.co.uk/about-us/privacy-notice.aspx>

[How we transfer your personal information outside Europe.](#)

We do not store or transfer your personal data outside Europe.

## Finance

### WHAT WOULD YOU LIKE TO KNOW ABOUT?

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#### 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, bank details, address, financial support packages.

#### The uses made of your personal information

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you, or to administer financial support funds to you.

#### 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 we keep your personal information

The college's finance department retain financial records for a period of 7 financial years. See our retention policy for more details:

<https://www.bathcollege.ac.uk/wp-content/uploads/2018/05/Record-Retention-Policy.pdf>

#### How we share your personal information

We share your personal information recorded for finance with college staff that have a role in the college's finance function. This will include the college's Finance team, Student Advice Centre team and College Information Systems team.

#### How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.

## Teaching

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#### The information that you give us

As part of the delivery of our courses to you, college staff in teaching and curriculum support roles may collect additional personal information from you during your studies. This may include information not documented at admission or enrolment stages, such as: undeclared learning difficulties, disabilities and health problems; safeguarding and welfare concerns; dietary requirements (e.g. for residential or trips). The college will also collect information on your academic progress, behaviour, attendance and punctuality, and will also record your learning outcomes, grades and intended / actual destination after leaving the college.

#### The uses made of your personal information

We will use your information for the purposes of teaching you, supporting you to stay engaged with your studies, 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.

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 we keep your personal information

Enrolled students are subject to the college's enrolled student data retention policy, which will differ depending on whether an ESFA funding model with the potential for ESF match funding is used. Information collected by the Welfare Team could be kept up to 99 years depending on nature of a safeguarding or welfare concern. See our retention policy for more details:

<https://www.bathcollege.ac.uk/wp-content/uploads/2018/05/Record-Retention-Policy.pdf>



## How we share your personal information

We share your personal information recorded through teaching with college staff that have a role in your studies at the college. This will include the college's Student Advice Centre team, Curriculum Departments, Welfare and Inclusion teams, College Information Systems team and, where consent is given, marketing.

Where there is a safeguarding or welfare concern, our Welfare Team may be obliged to share your personal information with safeguarding and welfare agencies as part of their duties to students and young people at college. A list of agencies the college works with can be found here:

<https://www.bathcollege.ac.uk/college-life/student-wellbeing/safeguarding-partners>

## How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

## General Privacy Notices

### Will We Monitor Your Use of the College's Computers?

We keep an eye on 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.

### Parents, Guardians and Other Student Contacts

Bath College recognises the important role that parents and guardians have in their child's education at the college. We must, however, respect the rights of our students with regards to their information and therefore cannot automatically grant sharing their information based on a person's relationship with them.

In matters such as emergencies and welfare / safeguarding concerns we will contact the student's listed emergency contact.

Any other matters regarding the student's information, such as their attendance or academic performance, will require the student's consent before the college can share this type of information. Students can grant this consent through our sign-up documentation or by visiting our Student Advice Centre and providing the details of contacts they give consent for us to share their information with.

### Your Right 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; and
- 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 Our Privacy Policy

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.