



# Privacy Notice Academy



# Privacy Notice – Academy

## Introduction

As a Data Controller, Belfast Metropolitan College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. The FE Sector Data Protection Policy is available on our website.

## The type of personal information we collect

We currently collect and process the following information:-

- Name, address, email address, telephone number, photograph, proof of identity, national insurance number, next of kin details, qualifications, previous academic achievements, residency status, employment status, financial information.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- The information you provide on this form will be processed in order to administer your studies, to deliver your programme and to monitor your performance and attendance. We also use your information to manage recruitment, admission, registration, enrolment, study, examination and graduation.
- Your information will also be used to provide you with College facilities and services, to provide you with support and to process any payments made to you. We may also use your information to conduct research and surveys to identify ways to enhance learning, teaching, assessment and the broader student experience.

## Lawful Basis

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided on this form, the UK General Data Protection Regulations (UK GDPR) ‘lawful basis’ for our processing will be the following:

### **Article 6.1 (a)**

- the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes *e.g. consent to contact next of kin, direct marketing, Learner Record Service.*

### **Article 6.1(c)**

- processing is necessary for **compliance with a legal obligation** to which the controller is subject. *e.g. Disability Discrimination Act (1995), Equality Legislation, The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.*

### **Article 6.1(e)**

- processing is necessary for the performance of a task carried out in the **public interest** or in the

exercise of official authority vested in the controller. *e.g. on behalf of the Department for the Economy (DfE), our role is provide you with quality education.*

### Special Category Data

We are also collect, process and maintain the following categories of special category data:-

- racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health, data relating to disabilities, learning difficulties, medical conditions or data concerning a natural person's sex life or sexual orientation.

Our lawful basis for processing this information includes:

#### **Article 9.2(b)**

- ☑ processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment and social security and social protection law. E.g requirements by the Department for Economy to ensure meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance Disability Discrimination Act (1995).

#### **Article 9.2( c) Vital Interests**

#### **Article 9.2 (g) Reasons of substantial public interest ( with a basis in law)**

#### **Article 9.2 (i) Public Health (with a basis in law)**

#### **Article 9.2 (j) Archiving, Research, and Statistics (with a basis in law)**

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

### Criminal Convictions and Criminal Records Checks

We may only use information relating to criminal convictions and criminal records where the law permits us to do so. This will typically be where such processing is necessary to carry out its obligations and provided such processing is in line with this notice.

We may ask you to disclose information about serious past criminal convictions that are not spent prior to offering a place on its programmes. We may also undertake mandatory criminal records checks if you are accepted to a course which involves regulated activity with children or vulnerable adults.

We are permitted to use such criminal offence data to carry out our obligations in respect of its public task and to comply with its legal obligations including: employment, social security and social protection, preventing or detecting unlawful acts, protecting the public against dishonesty and safeguarding of children and individuals at risk. We have in place an appropriate policy and safeguards which are required by law to maintain when processing such criminal offence data.



## How we store your personal information

Your information is securely stored. The College's Retention and Disposal Schedule includes guidance on retention and disposal periods. A copy of the Schedule is available upon request.

### Academy Information Sharing

As part of the Academy Programme, the College will share personal information with the Company involved and the Department for the Economy (DfE) as part of the programme. Personal and sensitive data may be shared as part of the programme, including those listed above and:

- College email address
- Photo Chart
- Timekeeping
- Attendance
- Academic performance including tests and formative and summative assessments either formal or as part of an external test/examinations or informal College class test.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dataprotection@belfastmet.ac.uk](mailto:dataprotection@belfastmet.ac.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Data Protection Officer  
Castlereagh Campus  
Montgomery Road  
Belfast



**BT6 9JD**

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

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>