



Privacy Notice Business Engagement



Privacy Notice – Business Engagement

Belfast Metropolitan College (Belfast Met) is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your relationship with us.

The College will process all personal data in compliance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 for the purpose of providing support for your Business Engagement needs so that you have equality of opportunity. Where we engage in direct marketing we will comply with the requirements of the Privacy and Electronic Communications Regulations 2003.

We will never ask for information that is unnecessary to deliver this service.

Belfast Met is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Aidan Sloane.

Who will use your information?

Belfast Met will collect and use your personal data as per the terms of the programme/project you have engaged in with the College.

Lawful Basis

Personal Data

Our main lawful basis for processing your personal data are as follows:

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, opting into a scheme.*

Article 6.1(b)

- processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; *e.g. business engagement contracts, contracts for a service for a third party, student relationship with the College.*

Article 6.1(c)

- processing is necessary for **compliance with a legal obligation** to which the controller is subject; *e.g. section 75 data is required by law for statistical and equality monitoring purposes.*

Article 6.1 (f)

- processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child *e.g., sponsors or funders to the program*

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.

We are also required to collect, process, and maintain special category data. Our lawful basis for processing this information is mainly:

- **Article 9.2(g)** - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; 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.

And

- **Schedule 1(8) Data Protection Act (2018)** - Equality of opportunity or treatment

Further information is available in the College Appropriate Policy Document.

Where we engage in direct marketing this will be on the basis of consent, soft opt-in or legitimate interests.

What information do we collect about you?

The information collected will include your:

- Name
- Address
- Date of birth
- Contact details (including business)
- Previous educational attainment
- Previous employment
- Dependents
- Section 75 data such as your religious belief, political opinion, race, marital status, sexual orientation, gender, if you have a disability.

In addition, we will collect:

- Information about your base line audit
- Information about your time on a programme/project, including your progress/achievements.
- Information about any additional support that you may have availed of to fully participate in the programme/project, including information on disability support.
- Third party requested data,
- Financial data e.g. payslips, bank account details (if applicable)
- Information about your marketing preferences (if applicable)

How will we use the information about you?

We need your information:

- To determine your eligibility.
- To monitor your progress.
- To facilitate the successful program/project delivery

- To inform future programme changes.
- To contact you about issues directly related to your participation on the programme/project (e.g., changes that you need to be aware of, or a follow up survey)
- To prevent fraud.
- For direct marketing purposes.

We will use your personal data for these purposes only.

Who will have access to my information, or who will you share it with?

We will share personal information with third parties where required to do so by Programme/ Project and where it is necessary to administer the relationship with you or where there is a third-party legitimate interest in doing so e.g. project stakeholders, funders. Your information may also be passed to relevant third parties with a legal or medical responsibility to you.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.

Data Subjects Rights

You have the right to:

- To be informed about what we do with your information at point of data collection;
- Access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you;
- To be forgotten, that is your details to be removed from systems that we use to process your personal data;
- To restrict the processing of your personal data;
- To obtain a copy of your personal data in a commonly used electronic form;
- To object to certain processing of your personal data by us;
- To request that we stop sending you direct marketing communications;
- To withdraw consent – only where processing is based on consent;
- To opt out of direct marketing

For additional information on exercising your rights, please contact our Data Protection Officer (details below) or see our Data Protection Policy available on our website.

The Right to Lodge a Complaint

If you are not happy with how your information is being processed by the College, contact the DPO:

- **Data Protection Officer**
Castlereagh Campus
Montgomery Road
Belfast
BT6 9JD
- **dataprotection@belfastmet.ac.uk**

If you are dissatisfied with the College response, you have a right to complain to the Information Commissioners Office (ICO).

The ICO contact details are:

**Information Commissioner's Office
Wycliffe House
Water Lane
Cheshire
SK9 5AF
Tel: 0303 123 1113 or 01625 545 745**