

Step Up Privacy Notice

Step Up is a funded initiative through the New Deal for Northern Ireland managed by the Department for the Economy ('the Department')¹. Belfast Metropolitan College² ('the College') has received funding from the Department, as part of a 6 college NI network to deliver the following project work strands:

- College Connect+
- Disability Access Route to Education and Employment (DARE)
- Women Returners Access Programme (WRAP)

To deliver the objectives of this project, the College, has contracted 3 external Partner ('Partners') as follows:

- Gems www.gemsni.org.uk
- Usel www.usel.co.uk
- Workforce www.workforceonline.org

Scope of this Notice

The notices applies to the information which the College and its Partners collect when you:

- Sign up to our project.
- Enrol with the College.
- Submit your details for the purpose of entering into a contractual relationship with us.

Types of information we collect from you

- Names, addresses, medical information, address, telephone number, personal information used to inform personal development and support additional needs.
- Student ID, email address, criminal convictions data, gender, date of birth, next of kin, national insurance number, qualifications, passport, drivers' licence or other proof of address data, residency status, Section 75 data³.

How we obtain 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:

- To administer your application to be part of the Step Up programme.

¹ [Home | Department for the Economy \(economy-ni.gov.uk\)](http://Home | Department for the Economy (economy-ni.gov.uk))

² [Belfast Met](#)

³ [Northern Ireland Act 1998](#)

24 October 2025

The College, will require its Partners to provide the following information which they collect from you for the purposes of monitoring, tracking, evaluating and auditing the project as follows:

- Complete enrolment forms
- Copies of Individual Development Plans (IDPs) and reviews
- Copies of additional eligibility information such as passport/proof of address

We may use this information to inform you of other opportunities or training which the college or its partners may offer. We may also offer you the opportunity to participate in surveys which we carry out help us to evaluate our services. We will give you the opportunity to opt-in to such communications as part of the induction process and will not communicate in such a way with you without your consent.

We share this information with the following organisations:

We may share this information with the Department for the purposes of monitoring, tracking and evaluating the administering of this project.

- For audit purposes, the Department will request a sample of IDPs, reviews, initial assessment forms and eligibility information.
- For funding purposes, the Department will request updates on progress throughout the duration of the project.

We will only disclose your personal information to other third parties:

- If we are under a duty to disclose or share your personal data to comply with any legal or regulatory obligation.

Lawful basis

Under Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for this processing this information is to fulfil a Public Task.

How we store your personal information

Your information is securely stored.

We keep the personal information for the duration of the project and in line with DfE Requirements as Data Controller. We will then dispose your information by secure means / shredding / deletion process.

Your data protection rights

You have rights as an individual which you can exercise in relation to the information, we hold about you. For more on your rights visit the Information Commissioner's Office (ICO) ico.org.uk.

24 October 2025

How to complain

If you have any concerns about our use of your personal information, you have the right to lodge a complaint about how your data is processed with the ICO, however, we request that you submit any complaint which you have to us in the first instance (see contact details below) so that we may try and resolve the issue.

Details are as follows: Belfast Met complaints@belfastmet.ac.uk

If you remain unhappy with how we have used your personal data you can also complain to the ICO. The ICO's address is as follows:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>