



Privacy Notice Business Engagement



Introduction

Belfast Metropolitan College (Data Controller) values the relationships with all students, staff and stakeholders and this notice explains how the College collects, processes and manages your personal data. The College will process all personal data in compliance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 as amended, for the purpose of providing you with a service you have requested and to meet our statutory obligations. We will never ask for information that is unnecessary to deliver this service.

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

The Data Protection Officer for the College is Eleanor Pauley.

The College's registration reference number with ICO is ZB046129.

This privacy notice covers personal data for employers who work with Belfast Metropolitan College. It explains how Belfast Metropolitan College collects, uses and shares your personal data and informs you of your rights with regard to the personal data we hold.

Lawful Basis

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 .direct marketing, opting into a scheme. Where we are processing your data on the basis of consent, you may withdraw your consent at any time by emailing crm@belfastmet.ac.uk

Article 6.1 (b) – processing is necessary for the performance of a contract with you or to take steps to enter in to a contract.

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.

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

Categories of Personal Data

- Name
- Business contact details, such as telephone number and email address
- Professional data, such as your job title and company name
- Details of the interactions with us, such as the topics discussed
- Contact preferences, including for direct marketing purposes.

Purpose of Processing

The College processes your personal data in order to manage employer engagement, including in relation to business programmes and initiatives. The information is maintained in a customer relationship management system. We will use your information for direct marketing purposes including keeping you informed of our business programmes and initiatives and inviting you to any relevant events.

We may contact you to promote services that may benefit your business, such as careers events, networking events, or employment opportunities. We also use the data to guide our employer engagement activities, for example, to contact you regarding opportunities you may be advertising that may be of interest to our learners.

We send a business e-newsletter to contacts in addition to specific marketing for certain programmes. You can unsubscribe at any time using the link in the e-business newsletter.

Specific programmes or initiatives

You may participate in a particular business programme or initiative, and in such case, we may ask you to provide the required data through specific documentation, which could include an explanation of what we are collecting and why. In such case, we process any personal data collected on the basis that it is necessary for the performance of a contract you have with us or because you asked us to take action before entering a contract. If we do seek to collect special category data, we will identify an additional ‘condition for processing’ and make you aware of this as required under current data protection legislation.

How do we collect personal data?

Information may be obtained directly from you by any member of College staff engaging with a business/employer in relation to College activity. We may also obtain information from public sources, such as social media, including if you interact with our social media accounts, and if you submit information through our website. Our website does not capture nor store personal data except where you voluntarily choose to provide your personal details (for example through one of our forms).

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The information collected is processed through our Customer Relationship Management database (CRM). Our system is secure and open to access only by authorised staff.

Any personal data collected through our website, on forms for example, will only be used for the purpose stated on the relevant page.

Our web server automatically collects standard information, including your IP address, browser type, operating system and access times.

For information on cookies and how we use them, please visit:

<https://www.belfastmet.ac.uk/about-us/corporate-information/cookie-policy/>

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

Information is passed between various sections of the College for operational reasons and where a lawful basis exists to process as is necessary and proportionate for intended purposes only.

Where you provide the College with your personal details via the internet, we will not pass the data to any other organisations or individuals without your consent.

Retention Period

We will only retain personal data for as long as necessary to fulfil the purpose we collected it for, for the purpose of satisfying any legal, accounting or reporting requirements. The College will retain records in line with the [FE Sector & Retention Schedule](#).

Data Subject 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

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

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

Springvale Campus, Springfield Road, Belfast, BT12 7DU
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

Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Automated Decision Making

The College will not use automated decision making to make decisions that will have significant impacts on data subjects.

Failure to Provide Personal Information

If you fail to provide certain information when requested, we will not be able to fulfil our legal obligations or deliver the service you have requested.

Changes to this Privacy Notice

We reserve the right to update this privacy notice where there is a significant or unforeseen change to our processing activity. We will notify you of any updates to this notice.