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**Privacy Notice**

**Hardship Funds**



**Privacy Notice – Hardship Funds**

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 General Data Protection Regulations (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.  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.

This Privacy Notice explains what happens to the personal information that we collect from you when you apply for funding from our Hardship Fund.

The information you provide will be processed in order to:

* To assess your eligibility (or the eligibility of the proposed beneficiary) to be awarded a grant funding
* To communicate to you the outcome of your application
* If your application is successful, to administer the award of the grant (for example to process grant payments to you or the beneficiary).

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.

The Data Protection Officer for the College is Ainslie McMahon.

**Lawful Basis**

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

# 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.

**Special Category Data**

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

* **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.

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**

Personal data and special category data captured to process your Hardship Fund application may include:

* Name
* Date of birth
* Contact details
* Dependents
* Marital Status
* Employment Status
* Residency
* Educational Background
* Financial Information including bank details, income, benefits
* Photographic Identification e.g. Passport, Driving License

The College may also collect to capture your Hardship Fund application the personal data of your Parent/Guardian/Spouse/Partner including:

* Name
* Address
* Marital Status
* Financial Information including bank details, income (incl. P60s), benefits

The College will never ask for information which is not relevant to your application.

The College will only collect the necessary information required for these purposes is obtained and processed, and without it the College may not be able to fulfil its obligations. 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.

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

We collect personal information about students and employees through the initial application stages from you, internal department processes, manual forms, telephone calls, disclosures from you and on-line systems.

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

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations for example Department for the Economy, funding bodies, Government Survey & Research Organisations, Crime Prevention Agencies, Social Welfare Organisations, Careers Service and potentially other such organisations for defined purposes. We may also disclose information to legal representatives.

For full details on our Privacy Notice and your Rights, please visit our website.