



# 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 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 General Data Protection Regulations (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 required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

### **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).

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.

### **Academy Information Sharing**

As part of the Academy Programme, the North West Regional College will share personal information as part of the programme. Personal and sensitive data may be shared as part of the programme, including those listed above and:

- 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.

Information about students will be shared with DfE and the relevant Academy Industry Sponsor.

### **Types of Information held**

Personal data and special category data may be captured for the purpose of the Academy Programme, for further information on the data we capture please see the College's Corporate Privacy Notice.

For full details on Data Protection and your Rights, please visit our website.