

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 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.

The Data Protection Officer for the College is Ainslie McMahon.

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(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.

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)

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.

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.

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