

Privacy Notice for Students at Blackburn College

Notice about how we use your personal information

Blackburn College is a data controller of personal information about you. Our address is:

Blackburn College
Feilden Street
Blackburn
BB2 1LH

Our Data Protection Officer is Jennifer Eastham – Vice Principal (Finance and Corporate Services). If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Data Protection Officer using the details below:

Email: Jennifer.Eastham@blackburn.ac.uk
Tel: 01254 292331

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

In order to help you understand what data we may process when we have split our Privacy Notice for students into four distinct stages. These include: Pre-Application, Application, Current Student and Alumni. This is to help you see how we will process your data depending upon the stage you are at in your student journey with Blackburn College.

Pre- Application Stage

Before you have completed your application for a course of study at Blackburn College we consider you to be in a ‘pre-applicant’ stage.

In order to make entering education a quick, easy and seamless experience Blackburn College needs to process data about you. We believe that everybody should be able to access education if they wish to – and this means that if you share your data with us we will use it to try and support you with your study choices and transition into College-life.

The information that you give us

Before you apply you may choose to share your data with Blackburn College in a number of ways, for example you may fill in an enquiry form to download a prospectus online, disclose your telephone number in our official online chat forum so an advisor can phone you back, or attend an event at Blackburn College and register your details online or at a welcome desk.

For the College to support your enquiry (eg. for us to deliver a prospectus or accept a booking on one of our events (eg. Recruitment Events/Taster Days/Applicant or Visit Days)), we require some data from you.

This information includes and is generally limited to: your name, your address, your date of birth, your previous school (if applicable), your email address or other relevant contact details such as telephone numbers. This information may also include a potential area of study.

Depending on the circumstances or nature of your enquiry, we may also ask you if you have a disability where we feel Blackburn College knowing this information will support you accessing our courses, campus or events, for example.

This processing is intended to be helpful in nature – to support you with your study choices and help make starting your studies with Blackburn College easy.

The uses made of your personal information

We may use the information you have given for analysis and for market research purposes. This analysis is not to identify you or any other individual – instead it is to help Blackburn College understand demand from groups of students, groups of courses or from particular geographic areas, for example.

Whilst this data will not be used to identify you or any other individual, however, from time to time we may contact individuals and, if you are one of those individuals, invite you to provide feedback on your experiences and impressions of Blackburn College. This helps us to improve our services.

Our website uses cookies to help us better understand how visitors to our site use our website – this is so we can make changes to our site in your best interests and deliver a better online experience to you. A notification is displayed online which explains cookies when you first visit our website and you can find out more using the link provided.

The legal basis on which we collect and use your personal information

In the ‘pre-applicant stage’ information is processed as part of our **legitimate interests** of providing education to you.

Where you have previously studied at the College or commenced an application process with us, we will send you information about the courses we provide on the basis of our legitimate interests. However, in doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of unsubscribe options).

How we share your personal information

Blackburn College may share your data with other third parties for the purpose of facilitating your journey into studying at College and supporting you with your study choices.

This includes processing your data in ways that you would reasonably expect to support you joining Blackburn College. Examples of this include: using an external printer or mailing house to print and distribute personalised letters to give you joining instructions for an event you’ve signed up for online or let you know of upcoming events, activities and information related to your enquiry or intended study or sending you personalised emails.

The processing of some data may be undertaken on Blackburn College’s behalf by third party organisations contracted for that purpose including organisations who carry out recruitment and marketing campaigns on our behalf, including online campaigns and advertising on social media platforms. Third party organisations who run social media recruitment and marketing campaigns for Blackburn College may include social media platforms such as Facebook and Google, who will act on Blackburn College’s behalf to create targeted advertising that you may engage with to enable us to provide you with useful information about Blackburn College and our services.

When we work with online platforms such as these, we only share your email address that you provide to us; no other personal information about you will be shared.

Again, such processing will be in accordance with the Data Protection Act 2018 and General Data Protection Regulations. Those organisations are also bound by those regulations. We have taken efforts to ensure (and sought confirmation from) the suppliers we use to ensure they are also operating in accordance the Data Protection Act 2018 and General Data Protection Regulations.

Application Stage

Once you have applied you are considered an applicant to Blackburn College.

In order to process your application quickly and smoothly, Blackburn College needs to process data about you that relates to your application. This is so we can confirm your place on a course and make all the necessary arrangements for you to commence your study with us.

Such processing will also be in accordance with the Data Protection Act 2018 and General Data Protection Regulations and in line with Blackburn College's Data Protection Policy.

The information that you give us

During the application stage you will share your data with Blackburn College. This information includes, but may not always be limited to: your name, address, email address or other relevant personal information such as telephone numbers, your current school/level of education, your age and date of birth and your qualifications already achieved or predicted to achieve, ethnicity information and gender. You may also be asked to share with Blackburn College your motivations for choosing a particular course of study. We will also ask you if you have a disability or learning difficulty. This is so we can ensure that the correct level of support is available to you when you start Blackburn College.

How may share your data with us

Where applications are made through an application service or agency (rather than direct to the College) your data will be held by that service and will also be transferred to Blackburn College. Such services include the Universities and Colleges Admissions Service (UCAS) and the Find my Apprenticeship service.

The uses made of your personal information

Once you have submitted an application we will use your data to communicate with you about your course choice, invite you for an interview (if applicable), let you know of course start dates and any enrolment requirements and keep you up to date with information of relevance to your study at Blackburn College – for example financial support or invitations to events you can get involved with prior to commencing your study. This processing is intended to be helpful in nature – to support you with your study choices and help make starting your studies with Blackburn College as easy as possible for you.

We will use your information to manage and administer your education journey at Blackburn College. This will include putting together class lists, sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to allocate you to the correct classes for assessments.

The legal basis on which we collect and use your personal information

In the 'applicant stage' information is processed as part of our **legal responsibilities and legitimate interests** of providing education to you.

How we share your personal information

The sharing of some of your data is required so that the College can fulfil its obligations to third parties. There are third parties that we will share your data with because of a legal and/or statutory requirement. These include: the Skills Funding Agency, the Education Funding Agency, the Students Loan Company and for certain courses the Disclosure Barring Service where the course may require you to work with children or vulnerable adults, for example. This information will be processed as part of our **legal responsibilities** of providing education to you.

We may share your data with other third parties for the purpose of processing your application smoothly. This includes processing your data in ways that you would reasonably expect to support you joining Blackburn College. Some examples that this includes may be: using an external printer to print personalised letters to invite you for interview/enrolment or let you know of upcoming events, activities and information related to your study choice and/or application, or the use of other third party service providers such as text messaging systems or e-mail communication providers which may be used to remind you of interview or enrolment dates and times, for example. This information will be processed as part of our **legitimate interests** of providing education to you.

Such processing will be in accordance with the Data Protection Act 2018 and General Data Protection Regulations and in line with the College's and College's Data Protection Policy.

We have taken efforts to ensure (and sought confirmation from) the suppliers we use to ensure they are also operating in accordance the Data Protection Act 2018 and General Data Protection Regulations.

Current Students

Once you have applied you will be asked to enrol when it is time for your course to start. Once you have enrolled we consider you to be a **current student**.

Blackburn College needs to process data about you that relates to you being a current student of the College subject to its regulations, policies and procedures. The College will therefore create and maintain your student record; this will contain your personal data, including your basic details (name, age, address, contact etc. as collected during the application stage) and records relating to your application and admission to the College, arrangements for the payment and recovery of fees, your course of study, your attendance and disciplinary record, your use of the College's facilities and your academic results.

The information that you give us

During the enrolment stage you will share your data with Blackburn College. This information includes, but may not always be limited to: your name, address, email address or other relevant personal information such as telephone numbers, your current school/level of education, your age and date of birth and your qualifications already achieved and your National Insurance number if you are an apprentice. We will also ask you if you have a disability or learning difficulty and collect ethnicity information. This is so we can ensure that the correct level of support is available to you when you start Blackburn College.

During the course of your studies we will continue to collect a range of data about you that has been gathered from your time at Blackburn College. This will include: your attendance and absence records, your marks, achievements and grades gained throughout your studies, your behaviour record and details of any conduct concerns, your career next steps information (such as courses, Universities or employment you wish to progress onto) and upon course completion, your results and your destination (for example into work, or onto University/further study).

The uses made of your personal information

Once you have enrolled we will use your data to help you complete your studies successfully and ensure you have access to a full range of Blackburn College services and opportunities.

Some examples of the ways in which the College will use your data include:

- For the administration of teaching, learning, assessment, recruitment, careers support, health and safety, marketing and quality assurance
- For the administration of student related policies and procedures including appeals, complaints, grievances and disciplinary matters
- For the issuing of certificates and awards via our University partners or awarding bodies
- For the processing and recovery of accounts and fees
- For statistical analysis to enable the College to identify additional support needs for students, make targeted interventions to enable all students to achieve their best possible results
- For the production of statistical returns required for third party government bodies e.g. the Higher Education Statistics Agency, for completion of government supported surveys e.g. the National Student Survey, the Destination of Leavers of Higher Education Survey and the Teaching Excellence Framework.
- For the communication student benefits and opportunities offered by or through the College and communication of activities and events organised for students.
- For the administration of particular services including the library and computer facilities; and support, such as wellbeing and study advice.
- For the production of student identification cards; and the inclusion of photographic images on the College's computerised student record system.
- For the monitoring of the College's equipment and computers including the websites you go on when you are browsing the internet at College.

The legal basis on which we collect and use your personal information

Generally, as a current student your information is processed as part of our legal responsibilities and legitimate interests of providing education to you.

How we share your personal information

The sharing of some of your data is required so that the College can fulfil its obligations to third parties. There are third parties that we will share your data with because of a legal and/or statutory requirement. These include: the Skills Funding Agency, the Education Funding Agency, the Higher Education Statistics Agency (HESA), the Students Loan Company, the Disclosure Barring Service where the course may require you to work with children or vulnerable adults, awarding bodies and our University partners for example. This

information will be processed as part of our legal responsibilities or legitimate interests of providing education to you.

We may share your data with other third parties for the purpose of fulfilling our legitimate interests. This includes processing your data in ways that you would reasonably expect whilst studying at Blackburn College. This could include, for example, the arrangement of work placement opportunities.

Such processing will be in accordance with the Data Protection Act 2018 and General Data Protection Regulations and in line with the College's and College's Data Protection Policy.

We have taken efforts to ensure (and sought confirmation from) the suppliers we use to ensure they are also operating in accordance the Data Protection Act 2018 and General Data Protection Regulations.

Course Completion or Alumni stage

Blackburn College needs to process data about you that relates to your having been a student of the College.

The uses made of your personal information

Once you have completed a course of study we will need to continue to process your data. For example we will use your data to communicate with you about collecting examination certificates and results, to advise you of next steps in your education journey including additional courses available at Blackburn College to help you achieve higher level qualifications and to keep you up to date with information of relevance to your study at Blackburn College – for example graduate careers events or advice about further services available once you have completed a course. This processing is intended to be helpful in nature – to support you with further study choices or support your progression into employment.

From time to time you may be contacted to find out where your course at Blackburn College has led you. For Higher Education students around 6 months after your course has been completed you will be contacted to complete the Destinations of Leavers of Higher Education survey. The College may request to feature former students in marketing campaigns. This information will be collected with your permission, which is granted using a specific "release of information/model release" form.

How we share your personal information

The sharing of some of your data is required so that the College can fulfil its obligations to third parties. There are third parties that we will share your data with because of a legal and/or statutory requirement once you have completed your course. These include: the Skills Funding Agency, the Education Funding Agency, the Higher Education Statistics Agency (HESA), the Students Loan Company, awarding bodies and our University partners, for example.

Such processing will also be in accordance with the Data Protection Act 1998 and General Data Protection Regulations and in line with Blackburn College's Data Protection Policy.

Vital Interests

No matter what stage you are at in your student journey, we may, on occasion, need to also share your data with third parties in order to protect your vital interests or the vital interests of those around you. This includes sharing your details to the Police or other regulatory body ahead of an investigation or the disclosure of potential crime or to close family and the emergency services in the example of an accident, bereavement or other emergency matter.

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask Blackburn College what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask Blackburn College to correct any errors in your personal information;
- the right, in certain circumstances (such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information), to ask us to delete your personal information. This is sometimes called the right for erasure.
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our Privacy Notice

We keep our privacy notice under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.