

Student Privacy Notice

About this document

This privacy notice explains how Birmingham Christian College (BCC) collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective students of Birmingham Christian College (formerly Birmingham Bible Institute).

Data Controller

Birmingham Christian College, Crowther Hall, Hamilton Drive, Selly Oak, Birmingham B29 6AJ. Tel: 0121 472 0726. Email: info@bccoll.uk.

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us before joining, for example when you express your interest in studying at BCC;
- From your application form when you apply to study at BCC and when you complete other admissions processes and procedures;
- From the information you provide to us at enrolment;
- When you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- In various other ways as you interact with us during your time as a student of BCC;
- From third parties, for example from your church leaders or employers who may provide a reference about you or who may sponsor your studies.

The types of information we collect

We may collect the following types of personal data about you:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, your passport number or national identity card details, visa number, country of domicile and your nationality. We will also allocate you a unique student number;
- Information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to assessments of your work, details of examinations taken, your assessment and examination grades and other information in your student record;
- Information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary or in order to provide you with appropriate pastoral care;
- Sensitive personal data and information including:

- Information concerning your health and medical conditions (e.g. learning difficulty, disability);
- Certain criminal convictions (e.g. where this might affect your ability to work with children or vulnerable adults); and
- Information about your racial or ethnic origin.

How we use information about our students

The purposes for which we may use personal data (including sensitive personal data) we collect during a student's association with us include:

- Recruitment and admissions;
- Academic matters, including:
 - The provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
 - Maintaining student records;
 - Assessing your eligibility for a bursary;
- Providing library, IT and information services;
- Non-academic matters in support of our core services, including:
 - Providing student support services (e.g. Disability and Additional Learning Support);
 - Monitoring equal opportunities;
 - Safeguarding and promoting the welfare of students;
 - Ensuring students' safety and security;
 - Managing student accommodation;
 - managing car parking on campus;
- Administering finance (e.g. fees, bursaries);
- Other administrative purposes, including:
 - Carrying out research and statistical analysis;
 - Carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - Providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
 - Providing information about new courses, or other events happening on and off campus;
 - Preventing and detecting crime;
 - Dealing with grievances and disciplinary actions;
 - Dealing with complaints and enquiries.

Graduation and degree information

Personal data (including award and classification) will be published in the award ceremony programme. This information may also be passed to third parties involved in the ceremonies. All published details will be available from our archive following the relevant graduation events.

You may withhold your consent to your name being published for these purposes by emailing the registrar within 7 days of being advised of the details of the award ceremony.

The basis for processing your information and how we use it

We may process your personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- To interact with you before you are enrolled as a student, as part of the admissions process (e.g. to answer enquiries about our courses);
- Once you have enrolled, to provide you with the services you require as a student;
- To deal with any concerns or feedback you may have;
- For any other purpose for which you provide us with your personal data.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest (i.e. due to our charitable status) or because it is necessary for our or a third party's legitimate interests. In this respect, we may use your personal data for the following:

- To monitor and evaluate the performance and effectiveness of the college, including by training our staff or monitoring their performance;
- To maintain and improve the academic, corporate, financial, estate and human resource management of the college;
- To promote equality and diversity in the college;
- To seek advice on our rights and obligations, such as where we require our own legal advice;
- Recovering money you owe to us.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- For the prevention and detection of crime;
- In order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- It is necessary for medical purposes (e.g. in a medical emergency);
- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties including:

- Our employees, where there is a legitimate reason for their receiving the information

- Those with a legitimate interest in tracking student progress and attendance, including our validating and accrediting bodies (e.g. Newman University, NCFE, CPCAB, ASIC);

If you are studying a course accredited by CPCAB they require you to read the following privacy information:

Some of the information you supply will be used by:

- CPCAB (the awarding organisation associated with your course) will upload candidates achievement data to the Learning Record Service, who then in turn will update the candidates personal learning records.
 - The Learning Records Service to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Learning Records Service may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.
- Current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
 - Other education institutions and/or professional and regulatory bodies in relation to the confirmation of qualifications;
 - Government departments and agencies where we have a statutory obligation to provide information (e.g. the Office for Students, HESA, the Home Office - in connection with UK visas and immigration,), Council Tax and Electoral Registration Officers at relevant local authorities - for the purpose of assessing liability for Council Tax and for electoral registration purposes);

HESA require us to provide you with the link to their data protection notices as follows:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>.

- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- Next-of-kin (where there is a legitimate reason for disclosure).

International data transfers

Your personal data will be kept within the European Economic Area (EEA). Your personal data will only be transferred outside the EEA where we have your explicit consent.

Alumni Relations

After you graduate some of your information may be used for alumni activities, including notification of any alumni events and programmes. Our mailings will all contain an 'unsubscribe' option so you can let us know if you do not want to be kept informed. You can also email: info@bccoll.uk at any time.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by completing a 'Change of Circumstances' form which is available from reception or by emailing registrar@bccoll.uk.

How long your information is kept

We will retain your personal data for a period of six years after your association with us has come to an end. However, some information may be retained indefinitely by us in order to maintain your academic record for archiving purposes (e.g. should you need a transcript or copy certificate in the future).

Your rights

Under the General Data Protection Regulation you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require that we cease processing your personal data if the processing is causing you damage or distress;
- To require us not to send you marketing communications.
- To require us to correct the personal data we hold about you if it is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice, how we process your personal data or to request access to the personal data that we hold about you, you can contact our Data Protection Officer by:

Email: info@bccoll.uk

Telephone: 0121 472 0726

Post: Data Protection Officer, Birmingham Christian College, Crowther Hall, Hamilton Drive, Selly Oak, Birmingham B29 6AJ.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.