

Privacy Notice

This page explains what the College does with the personal information you provide us.

GENERAL

From time to time you will be asked to tell us personal information about yourself (e.g. name, address and email address etc.) in order to become a learner or a client, to use College systems and services and so on. At the point of collecting the information we aim to clearly explain what it is going to be used for and who we may share it with. Unless required or permitted by law, we will always ask you before we use it for any other reason. We would only use it for marketing purposes with your prior consent.

Any sensitive personal information will never be supplied to anyone outside the College without first obtaining your consent, unless required or permitted by law. We comply with the Data Protection Act 1998, including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

Whenever you provide such personal information, we will treat that information in accordance with this statement, current legislation and our Data Protection Registration (Registration Number: Z4855258). We also aim to meet current best practice.

APPLICATION AND ENROLMENT

This section explains how the College uses the personal information that you give us on the application and/or enrolment form. Primarily, the information will be used for purposes relating to education, training, advice and guidance. The College may share non-sensitive personal information about you with other organisations, for example the Local Authority, for these purposes.

Sensitive personal information you provide may be used by the College for the purposes of equality of opportunity, support for your studies and to minimize risk. It may also be used anonymously for statistical purposes. The College will obtain your specific consent before sharing sensitive information with other organisations.

Bridgend College uses the data on its application and enrolment forms to assess learner needs and will send some of the information it holds about you to the Welsh Government so that they can carry out funding, planning, monitoring and inspection of learning and produce

statistical publications. They may also share some of your data with other approved users which may include academic researchers and commercial bodies. Such personal data is treated in confidence and will not be disclosed to any third party except where the college is required to do so by law or to plan support.

The data you supply will also be used by the Learning Records Service (LRS) to issue you with a Unique Learner Number (ULN) and share information about your learning with organisations linked to your education and training. For further details of how your data is shared and used by the LRS and how to change who has access to the record, please see the LRS website at www.learningrecordsservice.org.uk

PARENTS, CARERS AND GUARDIANS

Regardless of their age, when a learner is in Further Education, parents/carers/guardians (or any other third party) are not automatically entitled to their information. However, Bridgend College has a policy of sharing information in respect of academic progress, attendance and issues of breach of the Citizenship Code with parents, carers and guardians of learners below 19 years of age. We also have a policy of sharing the same information with employers that sponsor a learner on a course of study. If you would experience any difficulties with either of these policies please notify your Personal/Course tutor at the commencement of your course. In general, we can only share information if we have the person's consent, or there is a particular piece of legislation or agreement allowing us to share it without consent.

Privacy and Bridgend College Website

Whilst some information on bridgend.ac.uk can be accessed by all users, other sections of the website require you to go through a simple registration process where we ask you to provide a basic level of personal information. The information that you provide to us is subject to the requirements and conditions of this privacy statement. The Terms and Conditions of Use for the Bridgend College website as may be accessed here:

Accuracy and Quality

If you believe that any information we hold about you is incorrect or incomplete, please contact, The Vice Principal, at the postal or email address below. We will correct any information which is found to be incorrect promptly.

In order to quality assure the services we provide, we may record the face to face, telephone and social network interactions that we have with clients for monitoring purposes. Where we use recording of interactions with clients to help train our staff these are anonymised so that it cannot be attributed to any specific individual.

Contact Bridgend College

If you have any queries relating to this privacy statement, wish to request details of the personal information held by Bridgend College about you or need to update your personal information please contact:

The Vice Principal

Bridgend College

Cowbridge Road

Bridgend

CF31 3DF

or e-mail us at:

data@bridgend.ac.uk