



BMet Privacy Notice

Easy Read Version



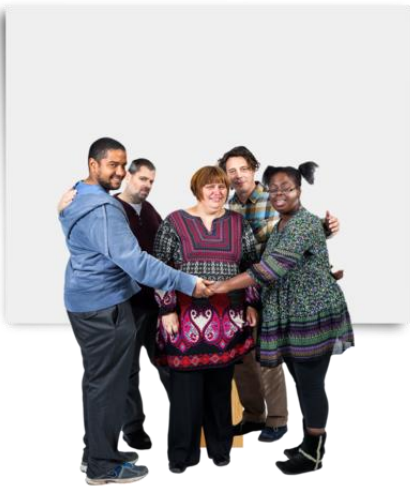
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Introduction



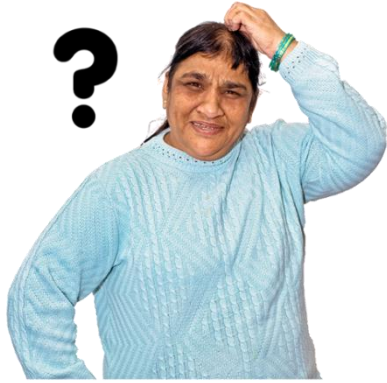
The College collects and uses information about you



This Privacy Notice lets you know what your rights are



The Privacy Notice is for students at BMet College



The Privacy Notice lets you know **why** the college collects the information on you



The Privacy Notice lets you know **what** the college does with your information



The Privacy notice lets you know **how** the college keeps your information safe.

The Law



The UK has laws to protect your information.

These are the:

Data Protection Act 2018

General Data Protection Regulations (GDPR)

What are my rights?



The laws give you many rights:



You can ask to see what information the college has about you



This is called a Subject Access Request



You can ask to have your information changed

This is called rectification



You can ask to have your information deleted

This is called erasure



The College can only delete your information if it no longer needs it



You can tell us that we can keep your data but must stop using it

This is called restrict processing



You can ask to have your information sent to another organisation

This is called data portability



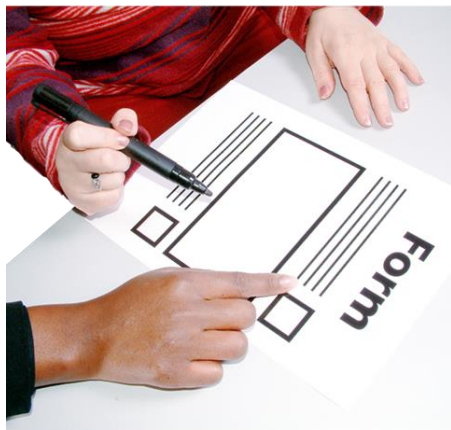
You can say that you do not want your information to be used

This is your right to object



You must contact the Data Protection Officer to ask for any of these things

Email dpo@bmet.ac.uk



You will be sent a form to ask for these things

The requests cost no money

If a request takes up a lot of time you might have to pay

Why does the college collect personal information?



The government asks the college to collect information from students



The information helps the college to make sure it is giving a good experience



The information helps the college support students



The college collects information to tell people about courses or open days

You can decide if you want the college to contact you to tell you about these things

What information does the college collect?



The college will collect and use information on you, for example:

where you live



where you were born



when you were born



where you went to school or work



if you have a disability or health condition



what gender you are



The college collects information on your:

- ethnicity
- religion or belief
- sexual orientation



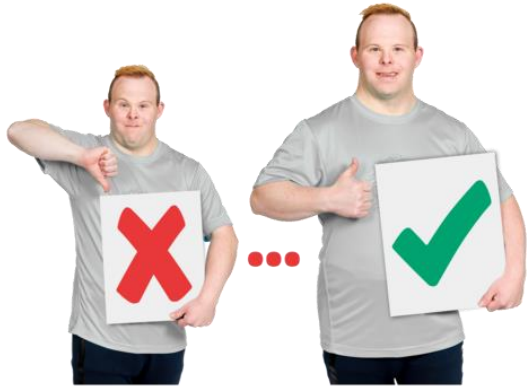
You can tell the college you do not want to give this information if you do not want to



The college collects information on someone they can contact if they need to, like a parent or carer



The college collects information on your attendance



The college collects information on your progress, including notes from meetings



The college collects information on any crime you may have done

This is if you are on a course that means the college needs to know about it



The college collects information on how much money you or your family has



This is to decide if you will get help with money when you come to college



The college will use photos of students to help with security



The college collects information on what you do after you leave college

How is the information collected?



The college collects information:

- when you make contact if you are interested in a course
- when you apply for a course
- when you enroll on a course



The college can collect information from your school, college, employer or another organisation



The college does NOT sell or rent information



The law says the college can pass on your information for different reasons. For example to:

Awarding bodies

Childcare providers

HMRC

Job Centre plus

Ofsted

Police

Social care providers

Health care providers

The college will not pass your information outside of the European Economic Area



The college will contact your parent, guardian or carer if you are under 18 or have an EHCP.

This is to let them know how you are getting on



If you do not want your parent, guardian or carer to be contacted you can let the college know.

How long does the college keep my information?



The college keeps your information as long as it needs to for its business

The college keeps your information secure by following the **Data Protection Act rules**

Using the college computers



The college looks at your use of computers to keep you and everyone safe



If you do not want the college to see what you look at you will need to use your own device which is not linked to the college's network

Who can you complain to?



Complain

If you are not happy about the use of your information you can contact the Data Protection Officer at college

dpo@bmet.ac.uk

Or the government's Information Commissioner's Office <https://ico.org.uk/>