

PRIVACY NOTICE

Birmingham City University

GCSE Equivalency Tests

Introduction

This privacy notice explains how Birmingham City University ('BCU') collects and uses your personal data, and your rights in relation to the personal data we hold.

This notice concerns our processing of personal data in relation to the GCSE Equivalency Tests.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

BCU is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This privacy notice explains the following:

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1. How we collect your information

Personal information processed by BCU for this purpose is provided directly by you when you submit the application form on our website.

There may also be some instances where the University receives personal data directly from another Higher Education Institution ('HEI'), your data will only be shared if you have given consent for the HEI to do so.

2. What information does the University collect?

The University collect the following:

- your name, email address, and date of birth;

- Photo ID
- Institution you hold an offer with

3. How we use your personal data

BCU needs to process your data to provide you with access to enroll on the course, send you any necessary correspondence and test results. We will also request for a digital copy of your photo ID to verify your identity.

4. Who has access to the data?

Your data will only be accessed by a small number of authorised staff at BCU. Your data will not be shared with any third parties.

5. How does the organisation protect data?

The University takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or wrongly disclosed, and is not accessed except by its employees in the performance of their duties. We are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the General Data Protection Regulations. A range of administrative, technical and physical security controls are used to ensure a robust approach to protecting data held on University IT systems this is supported by BCU's Information Security Policy. For more information about how the University protects and manages your personal data a copy of BCU's overarching Data Protection Policy is available on the policies page of the BCU website.

6. How long will BCU keep my data?

We will securely destroy your photo ID once we have completed the verification process. All other personal data will be securely destroyed one year after completion of the course.

7. Your rights

Under the Data Protection Laws, you have the rights to:

- **Request access** to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **Request correction** of your data. This enables you to ask us to correct any incomplete or inaccurate data we hold about you.
- **Request erasure** of your data. This enables you to ask us to delete or remove your data in certain circumstances; for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **Object to processing** of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing for this reason. You also have the right to object where we are processing your data for direct marketing purposes.

- **Request the restriction of processing** of your data. This enables you to ask us to suspend the processing of your data; for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your data to another party.

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

8. How to exercise my data rights?

If you would like to exercise any of your rights, please contact our Data Protection Officer using the following contact details:

By email to: informationmanagement@bcu.ac.uk

By telephone on: +44 (0) 121 331 5288

By post to: Data Protection Officer

Information Management Team
Joseph Priestly Building / 3rd
Floor
6 Cardigan Street
Birmingham
B4 7BD

9. How to ask questions raise concerns?

If you have any questions, comments or concerns about how we use or handle your personal data please contact the Data Protection Officer using the contact details in section 8 above.

If you are not content with the how we handle your information we would ask you to contact our Data Protection Officer to help you in the first instance. However, you do also have the right to complain directly to the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Information about the Information Commissioner is available at www.ico.org.uk.

10. Changes to this privacy notice

This privacy notice may be updated from time to time so you may wish to check it each time you submit personal information to BCU. The date of the most recent versions will appear on this page (see version control). We encourage you to check our privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for instance how we would like to use your personal data, we will provide a more prominent notice (including, for certain services, email notification or correspondence of privacy notice changes).

Document version control

Version: 1.0

Created: 9th March 2021

