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# Data Protection Policy

BML College, Birmingham, United Kingdom

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Policy authorised by Responsible Officer Nov 2018

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# Data Protection Policy

BML College, Birmingham, United Kingdom

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## 1. Introduction

BML College UK, its subsidiaries and affiliated bodies are required to process relevant personal data regarding members of staff, applicants, parents, volunteers, pupils, alumni and families and shall take all reasonable steps to do so in accordance with this policy. The College does not buy or sell personal data.

Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary or a pupils' attendance record and exam results. Personal data may also include sensitive personal data as defined in the legislation.

BML College UK will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of current Data Protection Legislation, currently the Data Protection Act 1998 and (EU) General Data Protection Regulation 2016/679 (GDPR). The Protection of Freedoms Act 2012 is also relevant to parts of this policy.

## 2. The Principles

BML College shall comply with the Data Protection principles contained in the legislation to ensure all data is:-

- 2.1 Fairly and lawfully processed in a transparent manner.
- 2.2 Processed for a legitimate purpose.
- 2.3 Adequate, relevant and not excessive.
- 2.4 Accurate and up to date.



2.5 Not kept for longer than necessary.

2.6 Processed in accordance with the data subject's rights.

2.7 Processed securely.

### 3. Data Security

The College will take appropriate technical and organisational steps to ensure the security of personal data.

3.1 All staff will be made aware of this policy and their duties under the legislation.

3.2 The College and therefore all staff and pupils are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to all personal data.

3.3 Violations of this policy by staff may be treated as misconduct or gross misconduct.

3.4 An appropriate level of data security must be deployed for the type of data and the data processing being performed.

3.5 In most cases, personal data must be stored in appropriate systems and should be encrypted when transported offsite.

3.6 Some other personal data however may be appropriate for publication or limited publication within the College, therefore having a lower requirement for data security, for example sports team lists and results, or allergy information.

### 4. Rights of Data Subject

GDPR expands the rights of the data subject over previous legislation, specifically data subjects have:

4.1 The right to be informed.

- 4.2 The right of access.
- 4.3 The right to rectification.
- 4.4 The right to erasure.
- 4.5 The right to restrict processing.
- 4.6 The right to data portability.
- 4.7 The right to object.
- 4.8 Rights in relation to automated decision making and profiling.

This policy and the published Privacy Statement are part of these rights. If you wish to exercise any of these rights, with the exception of the right to access, please contact the College department processing that information in the first case. Information on the right of access and how to exercise that are specifically detailed in this policy.

Not all rights are applicable to all personal data, and may depend on the lawful basis that personal data is being processed under.

## 5. Processing Personal Data

Following is the College's appeal procedure for students who want to appeal against their results.

- 5.1 The College processes some personal data for purposes considered direct marketing, branding and fund-raising. Data subjects have the right to withdraw consent to these activities.
- 5.2 The College may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating medical information, gender, religion, race, sexual orientation, trade union membership, biometric and genetic information.
- 5.3 The College does not maintain registers of or process data on Criminal Convictions and offences, other than is required for safeguarding purposes.



- 5.4 The College building owns and operates a CCTV network for the purposes of crime prevention & detection, and Safeguarding.
- 5.5 Where a data subject can be identified, Images must be processed as personal data.
- 5.6 The College may retain data for differing periods of time for different purposes as required by statute or best practice, individual departments incorporate these retention times into the processes and manuals.
- 5.7 Statutory obligations, legal processes and enquiries may also direct the retention of certain data.
- 5.8 The College may store some data such as registers, photographs, exam results, achievements, books and works indefinitely in its archive.

## 6. Exemptions

Certain personal data or obligations are exempted from the some of the provisions of the Data Protection legislation which includes matters such as processing for National Security and Public Security, the prevention or detection and prosecution of criminal offences. The above are examples only of some of the some of the exemptions under the legislation.

## 7. Accuracy

The College will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects must notify the College of any changes to information held about them.



## 8. Enforcement

If an individual believes that the College has not complied with this policy or acted otherwise than in accordance with data protection legislation, the member of staff should utilise the College grievance procedure and should also notify the Director.

## 9. Useful contacts

For more information please visit our website [www.bmlcollege.com](http://www.bmlcollege.com). Alternatively, call at: +44 (0) 757 734 0 724 or email at: [info@bmlcollege.com](mailto:info@bmlcollege.com). Or visit us at; BML Centre for Higher Education, Morgan Reach House, 1st Floor, 136, Hagley Road, Birmingham, B16 9NX, United Kingdom.

End of the Policy



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