City of Bristol College Privacy Notice for Employers

Notice about how we use your personal information

We are the data controller of personal information about you. We are: City of Bristol College. Our address is: City of
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Our Data Protection Officer is Joanne Ward. If you have any questions about this or the ways in which we use your personal information, please contact our Data Protection Officer at corporate.services@cityofbristol.ac.uk or 0117 312 5006.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679
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The information we collect about you and why we collect it

As part of our interaction with you, as an employer, we will store and use your details for the purposes of managing and operating the college, and to communicate with you about your students.

We will record details such as your employer name, address, contact telephone numbers, who the main contacts in your organisation are, how many employees you have and what your organisation does. We will also record whether you are a levy paying employer and any documents that you have signed in relation to apprenticeship agreements.

We will never use your information without your prior consent, you have a right to know what we hold about you and a right to ask us to remove that information. Please see below for more information on your rights.

The legal basis on which we collect and use your information

We collect and process your information as we have a legitimate interest in wishing to interact with you to manage and effectively operate our College. This information is also collected to ensure that we can fulfil our contractual obligations with the funding agencies.

How long we keep your information

We will remove contact details from your organisational record as staff leave your organisation or we have a new point of contact.

How we share your information

We may share personal information such as your employer name and address with our funding bodies for the purpose of fulfilling our contractual arrangement and ensuring that we receive the funding for the qualifications we are delivering.

How we transfer your information outside Europe

We do not store or transfer your information outside Europe

Automated decisions we take about you

We do not make automated decisions using your information.

YOUR RIGHTS

You have a number of rights over your personal information, which are:

- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your persfok0flu0flu