



## St Mary's College, Blackburn Privacy Statement

This Privacy Statement applies to the provision and services offered by St Mary's College Blackburn (including online activity).

The Privacy Statement describes how St Mary's College Blackburn collect, use and share information from or about you.

By using St Mary's College Blackburn website, you agree to these terms and conditions. Throughout this Privacy Statement "we" refers to St Mary's College Blackburn.

### **Your Privacy is important to us**

At St Mary's College Blackburn, we fully recognise the importance of keeping our data secure.

We use established and rigorous security standards to protect personal information from unauthorised access or unlawful disclosure, accidental loss, damage, or destruction.

We use recognised industry protection measures in order to protect employee and customer information.

Personal employee and student ICT accounts are password protected.

We take reasonable precautions to ensure the data we collect and retain is accurate and limited to the information required to carry out processing for the purposes the data was provided and as outlined in this Privacy Statement.

We will only retain personal information for as long as necessary to fulfil the purpose for which it was collected and / or as required by law and / or contractual compliances.

### **Information we collect and how we use it**

We will collect, store and process information about you if you use our website to apply for a course, job, contracting or an enquiry. We will use a similar process with regard to hard copy information provided by you for the same purposes. Information may also be stored where you voluntarily contribute content about yourself to our website, or by posting on one of our social media sites.

This information will be processed electronically and can include:

- Contact details including name, address, e mail and telephone number(s)
- Personal details including gender, age / date of birth, national insurance number
- Payment, invoicing and / or credit card details
- Personal preferences, enquiry details and other information provided by you via a form or our website
- Your image and any other personal information and content you provide voluntarily via social media
- Other personal information provided on surveys, feedback forms, correspondence or other online or face to face interaction

Subject to applicable laws, we will collect, disclose and handle your information in order to:

- Process business transactions and related activities
- Supply and administer education, courses, goods and services
- Recruit employees, agency colleagues and contractors
- Evaluate and improve our business, services and website
- Send direct marketing materials to you if you have agreed for us to do so
- Meet legal and / or regulatory compliance requirements
- Protect against and help to prevent fraud, unauthorised activity and
- minimise risk

### **How we share your data**

We share personal information with third parties who perform services on our behalf and to whom we are obliged to do so. These include, but are not limited to:

- Those providing central services such as employee payroll
- Those printing and sending direct mail
- Those providing marketing services on our behalf
- Those hosting our website and application portal
- Funding bodies such as Education Skills Funding Agency
- Those providing regulatory services on behalf of St Mary's College Blackburn

These third parties are not authorised by us to use or disclose the information about you except for the purposes necessary to perform their function on our behalf or to comply with legal requirements. However, some organisations, including social media platforms, may use software and cookies and similar technologies for their own purposes, for which we do not hold responsibility. These organisations, third party internet sites and services will have separate privacy and data policies and practice independent of those of St Mary's College Blackburn.

We may also disclose information about you:

- If we are required to do so by law, regulation or legal process such as a court order
- In response to Government agencies and law enforcement authorities
- In order to establish, defend or exercise legal rights
- Where we feel disclosure is necessary or appropriate in connection to an investigation, suspected or actual illegal activity
- We transfer all or a proportion of our organisation or assets and only having taken steps to ensure security and confidentiality of your information

Some of the software utilised may result in personal information being held by third parties out-with the European Economic Area. In these circumstances, we are not responsible for ensuring your information is protected.

### **How to access the data we hold**

You have the right to access, update, change or amend any personal data held by St Mary's College Blackburn. You may also opt out of us holding personal data for certain specific uses. If you wish to exercise this right, or if you wish to make an enquiry regarding how we process your personal information, contact:

GDPR Data Officer  
Human Resources  
St Mary's College  
Blackburn Shearbrown  
Blackburn Lancashire BB1 8DX  
Or  
Email [Dataofficer@stmarysblackburn.ac.uk](mailto:Dataofficer@stmarysblackburn.ac.uk)