

Birkbeck, University of London

Birkbeck exists to provide life-changing educational opportunities for its students and undertake cutting-edge research for the public good. In order to carry out this mission, it is necessary to process personal data.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

PRIVACY NOTICE

For the purpose of providing widening access services, delivered by the Access and Engagement department

- To evidence the impact of our work
- To ensure we are reaching our target audiences
- For statutory reporting
- To evaluate and plan future interventions

About Birkbeck

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X.

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing dpo@bbk.ac.uk

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please [contact the Data Protection Officer](#).

About Birkbeck's approach to personal data processing

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our [privacy web page](#).

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff).

It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity.

It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available on our [privacy web page](#). If you are in any doubt, please [contact the Data Protection Officer](#).

About our privacy notices

This privacy notice explains how Birkbeck collects, uses and shares personal data and your rights in relation to the data we hold about you. It includes information about how personal data is used, and the nature of any processing by other data processors or controllers.

The processing purpose covered by this notice

This privacy notice applies to processing of personal data by Birkbeck of prospective learners interested in higher education, including those who wish to study at Birkbeck, are in the process of study at Birkbeck, or who have finished their study at Birkbeck (commonly referred to as enquirers, applicants, students and former students).

What data we collect

Data held about you may include, but is not restricted to, the following:

- **Personal details** – name, contact details (post code, phone number, email), age range, nationality, immigration status.
- **Educational and employment background** – names and dates of previous institutions of study; details of previous academic and professional achievement, including highest previous qualification.
- **Personal circumstances** – household income, type of accommodation (for example: rented, shared, living with family, local authority, NASS), number of children, next of kin contact details, familial experience of higher education.
- **Special category data** – gender, racial or ethnic origin, health and medical conditions, disability status and sexual orientation.

Where we collect it from

Birkbeck will collect personal information from the following general sources:

- Information about you will be collected directly from you when you submit an enquiry, register to attend an event, submit an application to study and through enrolling as a student.
- In some cases we may collect data from a third party organisation involved in the services provided by the College that has obtained the information in the first instance, for example UCAS and agents involved in student recruitment.
- We also collect data from you during your time as an applicant and as a student at Birkbeck, when you interact with our services and communicate with us. This includes online, face to face or interactions with our IT systems.

How we use the data

Birkbeck holds and processes your personal data in order to implement and manage all services and processes relating to delivery of the programmes of study. This includes:

Purpose 1: Services of support to assist prospective and new students access and transition to studying at Birkbeck.

- Pre-application engagement events and activities, workshops, taster sessions and support
- Pre-enrolment study skills and familiarisation support
- Personal Statement Tool and support
- The facilitation of and referral and signposting to internal College student support services, including:
 - Student support services, including Careers and Employability Service; Birkbeck Talent; Student Advice Service; Disability and Dyslexia Service; Mental Health Advisory Service; Counselling Service; Study Skills Support
 - Assessing and facilitating financial support
 - Safeguarding welfare of enquirers, prospective and current Birkbeck students

Special category data

For the purpose of administering Access and Engagement activity we process special category data in the following circumstances and we request consent for:

- medical data for the purpose of ensuring we can support individuals to access our events.

Purpose 2: Statistical reporting

- Statutory reporting requirements
- Monitoring participation of student groups, including those with declared special category data, to support the provision and delivery of interventions designed to better support those students who are underrepresented in higher education or have been historically excluded from higher education. This includes the use of the special category data provided, to contact students about events, services and surveys that may be relevant to them.
- Internal monitoring and reporting of engagement with and participation in our pre-application events, targeted support and the progression of enquirers and event attendees to becoming applicants and enrolled students.

Special category data

For the purpose of administering the processing of our statistical reporting responsibilities fully and accurately we process special category data in the following circumstances:

- The collection of personal data revealing racial or ethnic origin, in order to monitor the impact of targeted support that addresses the differentiation in success and progression of students, depending on their race or ethnicity.
- Report to the external regulator the Office for Students, as well as internal systems that monitor improved provision for underrepresented, ethnically diverse students.

Purpose 3: Communications and raising awareness

Birkbeck will process your personal data in order to keep you informed of the following student access, transition and success support:

- events
- resources
- further information, advice and guidance.

Birkbeck will routinely communicate with you regarding upcoming events, information, advice and guidance, online support and materials, your application and your studies.

In addition, from time to time we may send you information by post, emails related to student support or further study opportunities at Birkbeck. Birkbeck also operates an alert system to keep its staff and students informed of important short-notice events (e.g. College closures) via text (SMS) messages to mobiles.

Only information required for these purposes is obtained and processed, and without it the College may not be able to provide its services. Information is accessible by various sections of the College for operational reasons as is necessary and proportionate for intended purposes.

Under what lawful basis we process your personal data

Birkbeck uses your personal data under different lawful bases depending on the process being performed. The following are the legal bases identified:

Purpose 1: Services of support to assist prospective and new students access and transition to studying at Birkbeck.

- Public Task – Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research. (Article 6 (1) (e))

Purpose 2: Statistical Reporting

- Public Task – Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research. (Article 6 (1) (e)).

Birkbeck processes the special category data for this purpose under condition Article 9 (2) (g) (Substantial Public Interest), for the purpose of processing personal data revealing racial or ethnic origin. Through this, Birkbeck meets condition 8 Equality of Opportunity or Treatment.

Reference to Birkbeck's formal commitment to equality of opportunity or treatment for all staff, students and other service users can be found in our [Equality Statement](#) and [Access Plan](#).

Purpose 3: Communications and Raising Awareness

- Public Task – Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research. (Article 6 (1) (e)).

Processes involved in hosting of specific events at Birkbeck will be covered by the [Events privacy notice](#).

In addition, from time to time we may send you information about upcoming events, workshops, lectures or resources designed to support prospective students.

How long we keep your data for Access and Engagement

Birkbeck will retain your personal data for periods in line with legal and regulatory requirements or guidance as outlined below.

The following retention schedule applies only to the processing purposes described in this privacy notice, in order for Access and Engagement to provide support and services to prospective and new students at Birkbeck.

Data on applicants who do not enrol as a student will be held for a period of no more than two years after you have ceased your relationship with Birkbeck.

Sharing your data with other Data Controllers

The College is required for operational and legal reasons to disclose personal data to 3rd parties.

- Bursaries – Where students are in receipt of a union learn fee discount, details may be

passed to the relevant trade union. Where students are in receipt of a donor funded bursary details may be passed to relevant donors for reporting purposes.

- Partners – Some programmes are delivered jointly with partner organisations including other universities, local authorities, further and adult education colleges. All partnerships are governed by an agreement including data sharing responsibilities.
- References – Birkbeck will provide references to education institutions and employers where specific consent has been granted.

Third Party Service Providers (use of Data Processors)

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available on our [privacy web page](#).

International

In some instances the College may transfer personal data to parties located in other countries, including some outside of the European Economic Area (EEA). This may be because either Birkbeck staff, a Data Processor (or Sub-Processor) contracted by Birkbeck, or another Data Controller who data is shared with are located outside the EEA. All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

Your personal data rights

You have the following rights with regard to your personal data held by the College, dependent on the lawful basis applicable for the processing activity. For some purposes of processing some rights do not apply as indicated below. All requests to exercise any of these rights should be made to the [College's Data Protection Officer](#).

Purposes and lawful basis:

Purpose 1: Services of support to assist prospective and new students access and transition to studying at Birkbeck – public task

Purpose 2: Statistical reporting – public task

Purpose 3: Communications and raising awareness – public task

	Purpose		
	1	2	3
The right to request access to their personal data held by the College.	Yes	Yes	Yes
The right to have inaccurate or incomplete personal data rectified.	Yes	Yes	Yes
The right to erasure of personal data – this will only apply where there is no legitimate reason for the College to continue to process the personal data and it is not done so under the lawful basis of public task.	No	No	No
The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the College in specific situations.	Yes	Yes	Yes
The right to data portability – you have the right to request provision of some elements of your information in digital form in order to provide it to other organisations.	No	No	No
The right to object – students can object to the processing of their personal data by the College in certain circumstances, including the sending and receipt of direct marketing material.	Yes	Yes	Yes
The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.	Yes	Yes	Yes

Complaints - If you are unhappy with the College’s handling of your personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College’s Data Protection Officer in the first instance. You may also follow the College’s formal complaint procedure, and you also have the right to submit a complaint to the [Information Commissioner’s Office](#).

Version history and review

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

Version	Effective date	Reason for change
BBKPN018.0	10 May 2022	First version
BBKPN018.1	4 October 2022	Amendments to first version
BBKPN018.2	29 March 2023	Second version