

## Bolton College Regulations (HE) 2021/2022 (v2)

All students studying a prescribed Higher Education course at Bolton College must be registered through the University of Bolton. As such, all terms and conditions relating to fees, payments, funding and support from the University of Bolton take precedent. However, Bolton College expects all students to abide by the Behaviour for Success Agreement and Health & Safety rules whilst on the Bolton College Campus. There is a Student Handbook available to every learner at induction. If you feel you would benefit from general Advice and Guidance about your course, please contact Student Services. The College is an exempt charity incorporated by the F&HE Act 1992. Enrolment is subject to the regulations of the College. Full details of "What the College Expects of You" are given in the Student Handbook, however, the following points are addressed here as additional points to note:

**Personal Property** – The College cannot accept responsibility for loss or damage to personal property left in any part of the College.

**Health and Safety** – The College has a "no smoking" policy throughout all buildings. If you suffer from a medical condition, which may place you in a hazardous situation in a practical class or workshop, you are advised, in your own interest, to inform your course tutor. All learners have a duty to make themselves aware of, and to observe, all the College Safety rules as stated in Health & Safety Policy. Copies of the policy are available in the Library, at main centres or from information points by request. Individual copies are available from the Safety Officer. An outline of safety rules can be found in the Student Handbook. Breach of any safety rule may result in disciplinary or legal action.

**How We Use Your Personal Information** - Bolton College will use the information you provide along with that obtained from other sources including references, support needs, previous education etc to manage your education and training, produce reports and references and to inform you about opportunities for progression and skills. As students on HE courses at Bolton College are registered with through University of Bolton, data will be shared both ways to ensure accuracy. We may also create access to external facilities on your behalf which may assist you in your studies. For more information on how we use your information please refer to our Privacy Notice:

<https://www.boltoncollege.ac.uk/assets/Uploads/Attachments/GDPR/Bolton-College-Student-Privacy-Notice.pdf>

For information on how the University of Bolton process your personal data, please refer to their Privacy Notice:

<https://www.bolton.ac.uk/assets/Uploads/STUDENT-PRIVACY-NOTICE-June-2019.pdf>

Our level 4 and above provision is regulated by the Office for Students (OfS) and information may be shared with them directly or through the University of Bolton. For information on how the OfS process your information please go to:

<https://www.officeforstudents.org.uk/media/ee9a7e38-a245-4ec5-b9c4-ab94314089a4/ofs-data-protection-and-privacy-policy-appropriate-policy-document.pdf>

**Education and Skills Funding Agency Privacy Notice** - This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes.

For more information about the ILR and the data collected, please see the ILR specification at

<https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent. Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

courses or learning opportunities, or  for surveys and research by:

post  phone  e-mail

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)