Data Protection Policy

This is a B&FC Group policy

Date approved:	13 August 2026
Approved by:	Executive
Responsible Manager (s):	Director of Registry
Executive Lead:	Chief Operating Officer

Applicable to employees:	Yes
Applicable to students and apprentices:	Yes
Accessible to students and apprentices:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with: MI Manager and GDPR Officer Date: 17 August 2026

Policy review frequency, normally: every 2 years

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1. Scope and purpose of policy

This Data Protection Policy sets out Blackpool and The Fylde College's (B&FC's) commitment to protecting personal data. It also outlines how we implement that commitment in respect of the collection and use of personal data.

This policy applies to all curriculum areas, service areas, students, former students, employees, former employees and partner organisations.

2. Policy statement

B&FC recognise and accept our responsibilities in respect of data protection and data security. So far as is reasonably practicable, we will comply with the requirements of the UK Data Protection Act 2018 (UKDPA) and the UK General Data Protection Regulation (UKGDPR) and any amendments or conditions linked to that legislation.

We are committed to:

- meeting our legal obligations as laid down by the UK GDPR and any associated pieces of legislation
- ensuring that we comply with the six (6) data protection principles (listed below)
- ensuring that data are collected and used fairly and lawfully
- processing personal data to meet our operational needs or fulfil legal requirements
- taking reasonable steps to ensure that personal data is accurate and up to date
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- sharing personal data only with organisations which commit to GDPR compliance
- ensuring that a nominated officer is responsible for data protection compliance
- providing a point of contact for all data protection issues
- ensuring that all staff are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone who handles personal data knows where to find guidance
- ensuring that queries about data protection are dealt with effectively and promptly
- investigating data breaches and using those to inform organisational development
- regularly reviewing our data protection procedures and guidelines

We will

- make available appropriate training
- develop and publish processes and procedures
- make available resources as agreed with the Data Protection Officer and the College Leadership Team (CLT)

Data Protection Principles

Under the GDPR, data must be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purposes for which they are processed
- processed in a manner that ensures appropriate security including protection against unauthorised processing, accidental loss, destruction or damage

3. Accountability

B&FC is an incorporated further education institution. In data protection terms, B&FC operates as both a named data controller and as a data processor (i.e. an organisation which processes personal data on behalf of other data controllers). B&FC is registered with the Information Commissioner's Office (Registration Number: Z4700416) and B&FC's Corporation is ultimately responsible for implementation of data protection legislation. However, the designated Data Protection Officer and his or her nominees will oversee and deal with operational data protection matters.

The Data Protection Officer is accountable for compliance with data protection legislation and is ultimately accountable to the Information Commissioner on behalf of B&FC.

The Head of Management Information & Funding is responsible for supporting the Data Protection Officer in all matters relating to data protection and for coordinating routine operational data protection matters.

4. Linked policies

- Clean Desk and Clear Screen Policy
- Data Privacy Impact Assessment Policy
- IT Systems and Information Security Policy

5. Linked procedures

- Clean Desk and Clear Screen Procedure
- Data Protection Code of Practice
- Freedom of Information Code of Practice
- Sharing Information Code of Practice
- Procedure for Assessing and Reporting Data Breaches
- Procedure for Assessing the Need for and Performing Data Privacy Impact Assessment
- Withdrawal of Consent Form/Guidance

6. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Data Protection Policy Name and title of proposer: Will Jerram – Director of Registry	**Revision or New** **Revision**

Equality and Diversity.
Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project or change may be discriminatory or have an adverse impact on people with protected characteristics?

A	Students/Apps/Customer	No	If so, how many individuals / which groups of are likely to be affected?	
B	Community/stakeholders	No		
C	Colleague	No		

Equality group	Positive impact **High Low None**	Negative impact **High Low None**	Reason / comments for positive impact why it could benefit any /all of the equality groups	Reason /comments for negative impact /what could disadvantage any/ all of the equality groups
Gender (Men/women/Non-binary/Transgender)	High	None	This policy is inclusive irrespective of gender	
Age	High	None	This applies to all age groups	
Race or ethnicity	High	None	Inclusive irrespective of race or ethnicity	
Learning difference	High	None	Fully inclusive irrespective of learning difference or disability	
Physical and/or sensory disability	High	None	Fully inclusive irrespective of learning difference or disability	
Mental health need	High	None	Fully inclusive irrespective of mental health need	
Sexual Orientation	High	None	Fully inclusive irrespective of sex	
Religion and Belief	High	None	Fully inclusive irrespective of religion or belief	
Marriage and civil partnership	High	None	Fully inclusive irrespective of marital status	
Pregnancy and maternity	High	None	Fully inclusive irrespective of status	
Carers/care experienced	High	None	Fully inclusive irrespective of status	
Socio Economic deprivation indicators	High	None	Fully supportive of closing economic barriers and deprivation gaps	
Applies to ALL groups	High	None	This applies to all age groups	

What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? Who will be responsible for monitoring these actions?

Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change?

A	Students/Apps/Customers	*No*
B	Community	*No*
C	Colleague	*Yes*
	If yes, who and how many have you involved and how have they been involved?	MI Management and GDPR representative Members of Exec

Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks What are the benefits?	No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	N/A

Is this policy of a high/medium or low risk?:	Low