



DATA PROTECTION (GDPR) POLICY

Document title:	Data Protection (GDPR Policy)
Audience:	All Bradford College staff, students, governors, external partners, visitors, contractors and sub-contractors.
Version:	3.0
Approved by:	SLT; Corporation
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Date of next review:	December 2027
Document Owner	Data Protection Officer
Equality Impact Assessment	Yes
Student Friendly Version	No

Revision history

Version	Type	Date	History (reason for changes)
1.0	Replacement	May 2018	New Data Protection Legislation
1.1	Minor Amendment	July 2018	Amended ICO Registration details
1.2	Minor Amendments	October 2018	Revised S14 / DPIA Flowchart and changed some references to GDPR to data protection legislation.
1.3	Minor Amendment	November 2018	Addition of revised Information Governance Framework V1.1.
1.4	Minor Amendment	January 2019	Change to Monitoring and review section, logos and footer style, Data Protection Principles, Information.
1.5	Minor Amendments	October 2020; January 2021	Review to ensure policy remains compliant with updated ICO guidance and legislative changes.

2.0	Minor Amendments	May 2023	Language Clarification. Update of the Subsidiary Companies.
3.0	Revision	September 2025	Put in policy and procedure format.
4.0	Reformatting	November 2025	Included more elements, such as definition and summarised detail on responsibilities.

Data Protection (GDPR) Policy

Bradford College is required to keep and process personal information about staff, students, apprentices, contractors, visitors, governors and others. We recognise that having controls around the collection, use, retention and destruction of personal data is important in order to comply with our obligations under data protection laws and in particular our obligations under Article 5 of General Data Protection Regulation (GDPR) and processing activity requirements as set out in the Data Protection Act 2018.

This policy forms part of our information governance and demonstrates how the organisation will comply with the core principles of the GDPR.

The policy will ensure that everyone in Bradford College is aware of their responsibilities under data protection laws. Protecting the confidentiality and integrity of personal data is a key responsibility of everyone within the organisation and as such we are obliged to comply with this policy at all times, in order to minimise the potential risk of damage and distress to Individuals and also the risk of penalties, fines, legal action and reputational damage to our organisation.

This policy is in place to ensure that Bradford College and those working within the organisation are aware of their responsibilities under data protection laws. Protecting the confidentiality and integrity of personal data is a key responsibility of everyone and as such we are obliged to comply with this policy at all times to minimise the potential risk of damage and distress to individuals and also the risk of penalties, fines, legal action and reputational damage to our organisation. Failure to comply with this policy could result in disciplinary action and/or any other action the organisation deems necessary.

All those within Bradford College must comply with this policy and:

- Must ensure that they keep confidential all personal data that they collect, store, use and come into contact with during the performance of their duties.
- Must not release or disclose any personal data to anyone not authorised to access the personal data internally or outside Bradford College (this includes phone calls and emails).
- Must take all steps to ensure there is no unauthorised access to personal data whether by others within Bradford College who are not authorised to see such personal data or by people outside the organisation.

Data Protection Law Definition

For the purposes of this policy, references to Data Protection Law includes: (i) The General Data Protection Regulation (Regulation (EU) 2016/679) (ii) UK Data Protection Act 2018 (DPA 2018), (iii) the Data Protection (Charges and Information) Regulations 2018 (iv) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (v) the Freedom of Information Act 2000 (vi) the Environmental Information Regulations 2004, and all applicable laws relating to the collection and use of personal data and privacy and any applicable codes of practice issued by the Information Commissioners' Office (UK Regulator) which makes provision about the processing of personal data.

Monitoring and review

This policy will be reviewed by the Senior Leadership Team and Corporation every 2 years.

The Data Protection Officer shall have authority to update this policy where amendments are needed to reflect changes to ICO guidance and specifications, statutory or industry guidance and/or legislation and also to reflect changes to internal operational processes and personnel. Any such changes will be notified to the Executive via the Data Protection Officer as required.

Linked policies

Freedom of Information and Publication Policy

Clear Desk Policy

Information and Records Management Policy

Disciplinary Policy

Linked procedures

Data Protection (GDPR) Procedures