

Facilities and Operational Development Privacy Notice

Introduction

Northern Regional College (“the college”) is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your working relationship with us.

The College will process all personal data in compliance with the Data Protection Act 2018 to ensure NRC facilities are fit for purpose to support your educational and business needs. We will never ask for unnecessary information.

NRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Catherine Guy.

Lawful Basis

- **Article 6.1 (b)** - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject; e.g. Health and Safety.
- **Article 6.1 (e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller e.g. controlled access to College areas.

Categories of Personal Data

We may collect, store, and use the following categories of personal information:

- Name
- Contact details
- CCTV
- Location details (visitor/contractor sign in)

Use of Artificial Intelligence (AI) Tools

The College uses Microsoft Copilot and other AI technologies to support and enhance service delivery, internal operations, and user experience. These tools may assist with tasks such as:

- Generating and summarising content
- Transcribing conversations
- Identifying key actions from meetings

Where personal data is processed by AI tools, this is done in accordance with the UK General Data Protection Regulation (UK GDPR). Safeguards are in place to ensure:

- Data minimisation – only necessary data is processed
- Purpose limitation – data is used solely for defined purposes
- Access controls – data is restricted to authorised personnel

Where appropriate, the College conducts Data Protection Impact Assessments (DPIAs) to assess risks and implement necessary protections. Individuals will be informed when AI tools are used in ways that may affect them.

The College does not use personal data to train AI models. All AI-generated outputs are reviewed to ensure fairness, accuracy, and compliance with data protection principles.

AI tools are used to assist staff and do not make automated decisions about individuals. Final decisions involving personal data are always subject to human oversight.

How do we Collect Personal Data?

We collect personal information directly from data subjects and on occasion from employers (contractors).

Who will have access to my information, or who will you share it with?

Personal details will not be shared with anyone outside of the College unless required to do so by law. Processing will take place within the College where there is a lawful basis for this to take place.

How long we keep your information

If we collect your personal information, the length of time we retain it is determined by a number of factors including the purpose for which we use that information and our obligations under other laws. We may need your personal information for satisfying our legal, accounting and reporting requirements. For this purpose, we will retain your information in line with the Northern Ireland Further Education Sector Retention and Disposal Schedule that is available upon request at [Data Protection | Northern Regional College](#)