1) Overview
Birkbeck College ('us') collect data from you ('the customer') in order to provide 'Prospective Student Services' to you. Birkbeck Prospective Student Services include, but are not limited to those services through which we answer enquiries from you, and provide information about our courses and services to you, enrol you on open-access provision, allow you to join the Be Birkbeck membership scheme, and process applications from you to study with us.

Submission of data to us though a Prospective Student Service (either online, on paper, in person, or over the phone) is interpreted as acceptance of these terms and conditions, and agreement that your data will be handled in accordance with them.

The first time you submit your data to us though a Prospective Student Service, we will create an account ('your account') through which further services can be accessed.

2) Data Protection
In order to manage the efficient provision of these services and in compliance with the Data Protection Act (1998) all the data provided by you to us will be stored securely within our corporate information systems, and made accessible to those staff who have a business reason to use it.

3) Data Sharing
We use some carefully selected organisations to provide services to you on our behalf (e.g. the mail-out of prospectuses, and off-site production of plastic ID cards). A non-disclosure agreement is in place with each of these organisations and any personal data transferred to them is done so securely, used solely for the purpose of providing the service on our behalf, and then deleted when it is no longer required.

Birkbeck College has a strategic partnership with the University of East London (UEL), with whom we run a shared facility, ‘University Square Stratford’ (USS). In order to provide services to users of our services at USS (and on UEL sites), where necessary some data (not limited to, but including, names. A student ID number, ID card chip number, and details of current enrolments) is passed to UEL. A non-disclosure agreement is in place with UEL and any personal data transferred to them is done so securely, used solely for the purpose of providing the services on our behalf, and then deleted when it is no longer required.

We will not share your data with any third parties for marketing purposes.

4) Communications
By joining, or having membership purchased on your behalf, you signify your acceptance that we will routinely communicate with you regarding your membership at the College. From time to time we may send you information by post or email related to member support or further study opportunities at Birkbeck. If you do not want to receive this information you may opt out by contacting the My Birkbeck Student Centre.
5) Data Retention
Should you enrol to study with us, your account will be included within your student record, and will be permanently retained by us. We do this in order to confirm enrolment and qualifications awarded to you, at your request, on an on-going basis.

Should you decide not to enrol with us, and should your account become inactive for a period of 2 years (you have not logged in, or otherwise contacted us in that time), your records will permanently be deleted from our systems. If you should then subsequently contact us again, we will create a new account for you (under terms and conditions in force at that time). This new account will not contain details of the information previously provided to you, or and applications you have previously made.

6) Original Documentation
We reserve the right at any time to require you to submit original documentation in order to make changes to your personal details. We may be obliged to take action where this establishes a fraudulent claim has been made.

7) Computing Regulations
Use of any Birkbeck System assumes acceptance of the Birkbeck College Computing Regulations. These are available from the ITS Helpdesk, and on-line at http://www.bbk.ac.uk/its/regs.

8) Conversion from Prospective Student to Enrolled Student
If you enrol with us, it is a condition of enrolment that you agree to our Terms and Conditions of Enrolment, available at www.bbk.ac.uk/rules-and-regs, which are different to these terms and conditions. In particular they include a definition of those parties it is necessary for us to share data with. You are not being asked to consent to this now - but the Terms and Conditions of Enrolment, and the data protection statement contained within those terms and conditions, supersede the terms and conditions for use of Prospective Student Services.

9) Conversion from Prospective Student to Be Birkbeck Member
If you become a member of Be Birkbeck, it is a condition of joining that you agree to our Be Birkbeck Terms and Conditions of Membership, available at www.bebirkbeck.ac.uk, which are different to these terms and conditions. In particular they include a definition of those parties it is necessary for us to share data with. You are not being asked to consent to this now - but the Terms and Conditions of Membership, and the data protection statement contained within those terms and conditions, supersede the terms and conditions for use of Prospective Student Services.