Privacy Notice
Exceptional Entrants
(School Pupils attending Full Time Courses)

May 2018

Data regulations are changing and as you plan to enroll on full time course at NESCol you should know why we collect **data** (information) about you, what we will do with it and how long we will keep it.

This document will tell you about why we need data about you, how we will use it and who we will share it with.

We will also tell you about the choices you have in relation to how we use your data and provide you with the details of who to contact if you have any questions or concerns.

Why do we collect data about you?

When you apply to attend a Full Time Course as an Exceptional Entrant/Christmas Leaver personal data that can be used to identify you is provided by your school on your behalf. This will include information, consisting of personal and special categories of data, about you which tells us more about you so that we can replicate services and support you would receive in school in a way which is accurate, fair and transparent.

We also **process** (collect, store, use and share) information which relates to you, so that we can comply with the requirements of the Education (Scotland) Act 2016, the Equality Act 2010 and other legislation and so that we can give your application fair and equal consideration.

We may use information about you to:

- Establish any support measures you may have access to in school that will need be replicated in College
- Ensure you are provided with the same services in College that you are entitled to in school, for example, Free School Meals
- Communicate with you or school staff about your progress and attendance during your course whilst you are still on the school roll
- Your data may also be used for archiving purposes in the public interest and for statistical purposes.

By processing your data we are fulfilling our obligations as a College and as a public authority in the provision of Education in the public interest.

Sharing your Data

North East Scotland College may share your data with organisations in the following categories:

- Authorised agencies of the Scottish Government (for example the Student Awards Agency for Scotland (SAAS), Scottish Further and Higher Education Funding Council (SFC), Skills Development Scotland (SDS), Scottish Qualifications Authority (SQA))
- Qualification awarding bodies such as City and Guilds.
- Local Authorities (for example Aberdeen City Council, Aberdeenshire Council and schools)

Any sharing of your data is done in the public interest in the area of Education and for archiving purposes in the public interest and for statistical purposes.

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations that we share data with.

We will also share data about you with your school relating to:
- Attendance and behaviour during selection processes
- Outcome of your application
- Information relating to any additional support identified as required to support your participation in a particular course.

How long will we keep your Data?

Your data will be kept in line with our Data Retention schedule which details how long we keep your enrolment data.

Your Data Rights

You may have the following rights over your data, which are set out in Data Protection lesgislation. These rights are not automatic and are dependent on the provisions of Data Protection legislation. If you are unsure of your rights or wish to exercise any of your rights, you may contact that College's Data Protection Officer.
You have rights to:
- request access to your personal data; request that we make corrections to your data if it is not accurate;
- erase your data (under certain circumstances);
- object to us processing your data or to ask us to stop processing your data (under certain circumstances);
- withdraw consent for processing (only where consent is the lawful basis for processing your data);
- complain to the Information Commissioner's Office;
- know whether your data is collected to satisfy a statutory or contractual requirement and the consequences of you not providing personal data;
- be told whether your data is used for automated decision making, including profiling, the logic involved and the consequences of the decision making (if appropriate) and;
- be told if processing beyond the original purpose of the collection of your data is to be carried out.

Data Protection & Security

The College will process your data only in accordance with Data Protection legislation, this Privacy Notice and in adherence to the College's Data Protection and other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

Data Protection Registration

North East Scotland College is registered with the Information Commissioner's Office (ICO) as a Data Controller (our registration number is Z7096452). For the purposes of Data Protection legislation the College is considered a public authority.

Data Protection Officer

If you have any questions relating to your personal data, it's processing or your rights as a Data Subject, you should contact the College's Data Protection Officer in the first instance:

Data Protection Officer
North East Scotland College
Gallowgate
ABERDEEN
AB25 1BN
dataprotection@nescol.ac.uk

Should you be unsatisfied or you believe that your data is not being processed in accordance with Data Protection legislation, you may complain to the Information Commissioner's Office (ICO). Further information, including contact details can be found on the ICO's website at https://ico.org.uk/for-the-public/.