

## Privacy Notice - Student Placement Providers

North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document - our Student Placement Providers privacy notice - will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

### Who are we?

North East Scotland College (NESCol) is responsible for looking after the personal data we hold about you when planning and managing student placements with your organisation. We are known as the 'data controller'. Our address is:

North East Scotland College  
Gallowgate  
Aberdeen  
AB25 1BN

Our Data Protection Officer (DPO) is Jacqueline Gillanders and you can contact her by email at:  
[dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

### Why do we collect and use information about you?

To put in place work experience placements for our students who undertake vocational courses, the College liaises with a range of organisations to determine interest and suitability for hosting, as well as to manage placements once agreed. We collect and use contact information for key people within host organisations, as the main contact point between the College and that organisation.

We process personal data so that we can contact you to establish a placement; to contact you while a placement is in progress, to assess student performance; to determine interest in future placement projects; and to receive feedback on previously completed placements.

We will also use your personal data to send you information about college activities, events and promotions. However we will ask you about this separately and will only send you this information if you consent to it.

### Our lawful basis for the processing

The College will process your personal data on the basis of:

- Our legal obligations to meet the requirements of the Post-16 Education (Scotland) Act 2016
- Being necessary for the performance of a task in the public interest
- Your consent, for marketing and promotional information

### **What information do we collect about you?**

The College will process the following personal data about you:

- Name
- Employer/Organisation name
- Contact telephone number
- Contact email address
- Job title

### **How do we collect information about you?**

Placement providers provide data directly to the college as part of a professional relationship, including via business cards, emails, telephone or web enquiries, event attendance and collaborative working.

The College also obtains data about potential placement providers from third parties such as students who may have an existing relationship with the organisation, other similar organisations who may have made a recommendation or publicly available registers and websites, such as the Care Inspectorate.

### **Who your information will be shared with and why?**

Your data is collated by our faculty (teaching) staff in the first instance and is shared with the College's Placements Team so that a co-ordinated approach to placements can be made. It will also be shared with:

- Marketing & Communications team (if you have consented to receive marketing information)
- Health & Safety team
- Internal and External Auditors

In all cases, data will only be shared in accordance with data protection legislation. All data sharing is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations we share data with and through appropriate security

### **How long do we keep your data?**

Your personal data will be kept in line with the College's retention schedule. In this case, it will be kept for the current academic year plus 2 years.

### **Do we use automated decision making processes, including profiling?**

We do not use automated decision making with your data.

### **Your rights**

You have legal rights about the way the College manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask the college to change any data held about you that is incorrect or incomplete
- Ask the college to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask the college to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask the college for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The College website has more information on your rights ([www.nescol.ac.uk/dataprotection](http://www.nescol.ac.uk/dataprotection)) and you can also contact our Data Protection Officer for help.

### **DPO and contact details**

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the College's Data Protection Officer in the first instance:

Jacqueline Gillanders  
Data Protection Officer  
North East Scotland College  
Gallowgate  
Aberdeen  
AB25 1BN  
[Dataprotection@nescol.ac.uk](mailto:Dataprotection@nescol.ac.uk)

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at [www.ico.org.uk](http://www.ico.org.uk)

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