



KEEPING YOUR INFORMATION SAFE

What is personal information?

Personal information is any information we have about you. In this case it is your name, date of birth, address, gender and which school you go to.

Who is in charge of looking after your information and keeping it safe?

North East Scotland College. You can visit our website at: www.nescol.ac.uk; there are more details about how we use personal data in our data protection section. You can contact our Data Protection Officer at: dataprotection@nescol.ac.uk

Why do we collect this?

So that we know who is attending the program/ courses being run in partnership with your school.

What will we do with the personal information?

We will keep it in our student records database and use it to make sure we have the right people on the right courses.

We will only share it with the Scottish Funding Council (SFC), who give money to the College to provide courses like this. They use it to make sure the College is funded and is doing its work properly.

Will we share your personal information with anyone?

We keep your information for 5 years from the end of the course or program.

How long do we keep your personal information?

Yes, the law says we can because we are doing work which may help you and may help anyone in society.

Are we allowed to collect your personal information?