

## NESCol distance learning online enrolment privacy notice

North East Scotland College (NESCol) is the organisation responsible for using and looking after your personal data when you study with us. 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)

NESCol is in partnership with your employer to deliver training to you as part of the Flexible Workforce Development Fund (FWDF).

Your employer has provided the College with specific personal data about you so that we can pre-enrol you on relevant courses, making the enrolment process easier for you. The data provided by your employer and used by the College for pre-enrolment is:

- Your name
- Your title (Mr, Mrs, Ms, Dr, etc)
- Your data of birth
- Your workplace email address

The lawful basis for processing is provided for by Article 6(1)(e) of the GDPR - 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. This is enabled by sections 1, 3, 23A, 23C and 23D of the Further and Higher Education (Scotland) Act 2005, which establishes the Scottish Further and Higher Education Funding Council and places duties on colleges to exercise functions to secure high quality fundable education and to improve the economic and social well-being of the locality.

NESCol will only use the personal data above for the purposes of pre-enrolment for FWDF online courses.

If you choose not to enrol as a NESCol student on a FWDF course, your pre-enrolment data will be kept by NESCol for 2 months then deleted securely, in line with the College retention schedule. If you choose to enrol as a NESCol student your personal data will be processed in accordance with our [full-time students' privacy notice](#).

## 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)

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](tel:03031231113) and their website is at [www.ico.org.uk](http://www.ico.org.uk)

The college does not use profiling or automated decision making processes in relation to online pre-enrolment.