

## Animal Assistance Privacy Notice

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 Assistance and Therapy Animal Application 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 you give us when submitting an Assistance and Therapy Animal Application. We are known as the 'data controller'. Our address is:

North East Scotland College  
Gallowgate  
Aberdeen AB25 1BN

Our Data Protection Officer (DPO) is Marcelyn Akun 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?

North East Scotland College is committed to supporting all students and recognises that some students will need to bring in an Assistance Dog wholly or mainly for the purpose of assisting that person to carry out day to day activities. Consideration will be given to requests by students to bring therapy animals to the College, in accordance with the Assistance and Therapy Animal Policy. To process and assess your application, we need to collect information about you, your animal and in some cases relevant medical information.

### Our lawful basis for the processing

We are collecting and using your personal data under the lawful basis of public task, to meet health and safety requirements and insurance requirements. We will collect and use information about particular disabilities or medical conditions on the basis of substantial public interest to ensure equality of opportunity. If the requested data is not provided, then the application cannot be processed.

### What information do we collect about you?

We collect your details as per the sections in the application form, which include:

- Your name
- Your contact details
- Your insurance policy details

In some cases we also ask for some 'special category data', which means information which is more sensitive. We will ask you about:

- Disability and health data (including mental health)

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

The information provided in the Assistance and Therapy Animal Application will only be shared with people who have a need to know:

- Curriculum staff will be informed if you are accompanied by an Assistance or Therapy Animal to classes. They will only be informed of the reasons why if this has an impact on their role in supporting you in class.
- Health and Safety staff will be informed if you are to be accompanied by an Assistance or Therapy Animal in order to complete a risk assessment as per the policy.
- Student Advice and Support staff will be informed of all the information in your application as they will process the application and provide any associated, relevant support.

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

We will keep your personal data relating to this application for the time that you are enrolled as a student at NESCoI.

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

We do not use automated decision making processes.

## **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:

Marcelyn Akun  
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).