

**NORTH EAST
SCOTLAND
COLLEGE**



DIGITAL PROVISION OF LOAN LAPTOP PROJECT

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 Digital Provision Loan Laptop Project 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 you request a loan laptop under the Digital Provision Loan Laptop Project. 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.

WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

Scottish Government invested an additional £5m to help bridge the digital divide for students. NESCol received £132k to assist us achieve this aim, with a particular focus on meeting the needs of the most disadvantaged students by providing loaned digital equipment. NESCol is required to provide an outline report at the end of November 2020 and a final report at the end of the Academic year detailing the number of students supported, an equality and diversity statement, and an overall statement of the benefits and impacts of the funding.

We will collect and use information about you to assess an application for a loan device, to provide the loan of equipment and to provide general reports (with no identifying data) to the Scottish Government about the project.

OUR LAWFUL BASIS FOR THE PROCESSING

The lawful basis for processing your personal data is contract (GDPR Article 6(1)(b) – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

If you do not agree to us processing your personal data we will be unable to review your application and to issue you with a loan device.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect the following personal information: name, address, date of birth. We will also ask whether you meet our residency criteria, if you are in receipt of benefits or have applied to our Discretionary Funds.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We collect this personal information about you when you complete the Applicant IT Survey and/or the Laptop Loan Application form.

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

We will not share your information with any other person or organisation.

HOW LONG DO WE KEEP YOUR DATA?

We will retain your information for up to 6 years in line with the College retention policy.

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) 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

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



T: 0300 330 5550
E: enquiry@nescol.ac.uk

Recognised as a Scottish charity – number SCO21174



www.nescol.ac.uk