

**NORTH EAST
SCOTLAND
COLLEGE**



FLEXIBLE WORKFORCE DEVELOPMENT FUND

PRIVACY NOTICE



The Flexible Workforce Development Fund (FWDF) can be used by eligible employers to access training programmes for their employees from local colleges. North East Scotland College (NESCol) provides these courses primarily in the Aberdeen and Aberdeenshire areas.

As a potential participant in college courses offered through the FWDF and accessed by your employer, you should know how we collect personal data about you, what we do with it and why. This document – Flexible Workforce Development Fund privacy notice - will tell you about our personal data 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 apply to 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 Marcelyn Akun and you can contact her by email at: dataprotection@nescol.ac.uk

WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

As part of the partnership for the delivery of online distance learning courses, employers share limited, specific employee information with the College so that employees can be pre-enrolled (registered) on the course(s). Pre-enrolment means the College can reserve a space for you on the relevant course. This initial data will be added to the College student records system and will be used to generate an email to you, asking you to follow the online College enrolment process.

NESCol needs to enrol you as a college student so that the College can evidence who has attended training and confirm eligibility for the funding, which your employer has been able to access to offer you the course. This is necessary regardless of the length or type of course being offered.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

College will process the following personal information about you:

- Title (Mrs, Ms, Mr, etc)
- First name
- Surname
- Date of birth
- Email address
- Home address
- Gender
- Employer name

We also ask equal opportunities monitoring questions as part of the enrolment process. These include information about religion or beliefs, disabilities, marital status and other sensitive data, known as 'special category' data. Replying to these questions is optional – you do not have to respond. If completed the data is used ensure NESCol meets its policy commitment of equal opportunities and to meet its duties under the Equality Act 2010.

OUR LAWFUL BASIS FOR PROCESSING

The sharing of your personal data with the College and the College use of it (for pre-enrolment and full enrolment) is done under our 'public task' duties, to deliver high quality education in the local area.

The Further and Higher Education (Scotland) Act 2005 established the Scottish Further and Higher Education Funding Council (known now as the SFC); 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. It is the SFC that distributes government funding for the FWDF to colleges and NESCol must collect certain data as part of the funding and reporting requirements.

We will use your consent (if you give it) to send you marketing information on behalf of NESCol.

We will use your explicit consent (if you complete the responses) collecting and using special category data for equal opportunities monitoring purposes, to comply with equalities legislation that applies to the College.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We collect personal information about you from when you complete an enrolment form that we make available to you.

We may also collect some information about you from your employer if you are put forward for a course by your employer, using a password protected spreadsheet template. This will be completed by employers and emailed to a dedicated NESCol inbox used by the Business Development team (the team who manage the FWDF courses).

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

Your personal data is shared by the College Business Development team with the College Student Records team so that it can be added to the student records management system. This is so that your data can be used for the pre-enrolment email which will be sent to you, asking you to complete the online enrolment process.

Anonymised equal opportunities monitoring data will be shared with the Scottish Funding Council.

If you have given consent for marketing, your contact details will be shared with the College Marketing team.

HOW LONG DO WE KEEP YOUR DATA?

Your personal information will be held for 5 years, the retention period for student records as set out in the college retention policy.

DO WE USE AUTOMATED DECISION MAKING, INCLUDING PROFILING?

No, the college does not use profiling or automated decision making processes in relation to pre-enrolment for online distance learning courses.

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)

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

Email: 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

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