

OPITO

STUDENTS' PRIVACY NOTICE

As you enrol with North East Scotland College as an OPITO Process, Mechanical or Electrical Engineering apprentice you should know how we collect personal data (information) about you, what we do with it and why. This document – our OPITO students' 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 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 information about you?

When you enrol as a OPITO student you enter into a contract with the College and agree to accept College terms and conditions. As a result, we will process (use) your personal information for a range of relevant purposes.

The College will process your data to:

- Contact you by post, email or phone
- Administer and provide you with education and training
- Manage the admissions and enrolment processes
- Maintain your student records and manage academic processes, including attendance and assessment
- Verify your identity where this is required
- Protect your vital interests e.g. in an emergency situation
- Provide advice and support to you, including careers guidance, disability services and any reasonable adjustments as required by law
- Manage behaviour and disciplinary issues
- Manage and monitor access to College services including library, IT and printing
- Prevent and detect crime, fraud or corruption.

This list is not exhaustive but indicates the main reasons that we will process about you. There may be other purposes for which there will be justification, however we will only use your personal information for the purpose(s) for which it was collected and any other compatible purpose(s).

We will process your personal data on the basis of:

- Our contractual obligations (for example to deliver educational services and make other benefits available to you under your student contract)
- Our legal obligations (for example to meet the requirements of the Post-16 Education (Scotland) Act 2016.
- Protecting your vital interests
- Being necessary for the performance of a public interest task
- Being in the College's legitimate interests, unless the need to protect an individuals' data overrides those legitimate interests
- Consent

What information do we collect about you?

During the enrolment process and during your time at college, we will process personal information about you such as:

- Name, address, telephone number, email address
- Date of birth
- Gender
- Unit and course enrolment data
- References
- Photographs
- Next of kin/emergency contact details
- Assessment information and course work
- Attendance data
- Personal learning support plans
- Disciplinary information
- Information related to your use of the College's electronic systems
- CCTV footage (as a campus user)

We also ask for some 'special category data' - information which is more sensitive and requires additional justification for processing as well as higher levels of protection. This relates to information about ethnicity or race, religious beliefs, sexual orientation and political opinions and any information about health. Equalities information is only used for monitoring purposes and will only be collected with your consent. Health related information will only be used to the minimum extent necessary to assess fitness to study and/or to provide appropriate reasonable adjustments and support.

Further detail on Special Category data is contained within the College's Data Protection and Data Security Policy, available on the College website.

We also ask for criminal conviction information (including PVG certificates and any related information). We ask this so we can carry out appropriate risk assessments, to ensure the safety of you, our staff and other students. Our legal basis for doing this is covered by a range of safeguarding legislation which meet GDPR Article 6 (1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject; and GDPR Article 10 – processing of personal data relating to criminal convictions and offences.

The lists above are not exhaustive but indicate the main purposes for which the College will process data about you.

How do we collect information about you?

We collect this personal information about you on the enrolment forms that you complete. Some information will be obtained from third parties, such as named contacts for references, medical professionals, the Student Awards Agency for Scotland (SAAS), the Scottish Qualification Authority (SQA) or Disclosure Scotland. Other information about you will be provided to the College by OPITO, as your employer.

Who your information will be shared with and why?

Your personal data is shared with relevant teams within the College, such as student support team and curriculum teams. It is also shared with ASET (Aberdeen Skills and Enterprise Training Ltd), a wholly owned subsidiary company of NESCol, who provide the practical training part of your apprenticeship. We will also share your data with partners who provide services on our behalf for OPITO students, such as our accommodation provider, where appropriate.

Your data is also shared with OPITO, as managing agents for the apprenticeship programme(s). NESCol will provide OPITO with information about your progress, including attendance, disciplinary, progress/performance and assessment information. This is done as part of the contractual agreement with OPITO, as training providers on their behalf.

North East Scotland College will also share your data with organisations in the following categories:

- **Authorised agencies of the Scottish Government (for example the Student Awards Agency for Scotland (SAAS), Scottish Further and Higher Education Funding Council (SFC), Skills Development Scotland (SDS));**
- **Awarding bodies relevant to your course (for example Scottish Qualifications Authority (SQA), City & Guilds);**
- **Entitlement card providers; and**
- **Internal and external auditors.**

In all cases, data will only be shared in accordance with data protection legislation. All data sharing is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations we share data with and through appropriate security measures.

How long do we keep your data?

Your personal information will only be held for as long as necessary and in accordance with relevant legislation, and our Data Protection Policy. The retention periods vary for different types of information and are set out in the Data Retention Schedule.

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)**

Tell us about changes

The College is required to ensure that personal data processed by the College is accurate - this means that it is important that you keep the College informed of any changes to your personal information during your studies with us. Any changes to personal information should be notified to the Student Records Office.

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**

Do we use automated decision making, including profiling?

No, the college does not use profiling or automated decision making processes.