

NORTH EAST
SCOTLAND
COLLEGE



PART-TIME COURSE APPLICATIONS & BOOKINGS

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 Part Time Course Applications and Bookings 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?

NESCol is responsible for looking after the personal data you give us when you are employed with us. We are known as the 'data controller'. Our address is:

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?

We collect your data when you apply for a part time course at NESCol and are paying your own fees, claiming remission of fees or you are using an SDS Individual Training Account (ITA) as funding.

We will also collect your data if your employer books you on to a part time course and is paying the fees.

We will use your information to:

- Verify your identity, assess your application and to request more information from you if needed
- Process your application and booking on to a course
- Process payment of fees, including proof of entitlement for fee waiver or Individual Training Account (ITA) use
- Establish whether you have any support needs so we can make appropriate adjustments during your course
- Comply with equalities legislation to ensure applications are assessed, and teaching is delivered, in a fair and equal way
- Compilation of statistics

OUR LAWFUL BASIS FOR THE PROCESSING

NESCol will use your data to fulfil its duties to provide education, as set out in education law such as the Education (Scotland) Act 2016. Our UKGDPR lawful basis is 'public task'.

We will use your data, where you have given it, for equalities purposes with your explicit consent. Our UKGDPR lawful basis is 'explicit consent'.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

As part of your application and throughout your studies with NESCol we will collect and use:

- Your name and date of birth
- Your home address, phone number(s) and email address
- Your nationality and where you have lived
- Your payment details – card details, cheque details
- Your NESCol course information – course title, college

- Proof of entitlement such as pay slip or P60, proof of residency, birth certificate, benefits statements

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

- Gender
- Sex life or sexual orientation
- Religious or other beliefs
- Ethnicity
- Disability and health data (including mental health)

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We collect this personal information about you when you complete our Part Time Booking/Payment Form. If your employer is making a booking and paying fees on your behalf, we will collect information about you on the Employer Booking Form.

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

NESCol will share your information with:

- Your employer, if your employer has made a booking and payment on your behalf
- 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)), for the purposes of fees and grants, and to provide statistical returns
- Awarding bodies, for assessments and qualifications

HOW LONG DO WE KEEP YOUR DATA?

We will keep your data for 5 years from completion of your course, in line with NESCol's retention schedule for student data.

DO WE USE AUTOMATED DECISION-MAKING PROCESSES, INCLUDING PROFILING?

NESCol does not use any automated decision making in relation to part time course booking information.

YOUR RIGHTS

You have legal rights about the way NESCol manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask us to change any data held about you that is incorrect or incomplete
- Ask us to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask us 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 us 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 NESCol website has more information on your rights 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 NESCol Data Protection Officer in the first instance, using the contact details given above.

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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www.nescol.ac.uk