

Privacy Policy: Marketing & Communications

North East Scotland College (NESCol) registered office at Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN ("We" Or "Us") are committed to preserving your privacy. Please read the following privacy policy, to understand how we use and protect the personal data (as defined in the Data Protection Act 1988) ("Data") that you provide us. By submitting your Data to us, you consent to the collection, storage, use and transfer of your information under the terms of this Privacy Policy.

Data that we collect from you

When you request services or otherwise provide us with your personal details (such as your name, contact details, e-mail address etc); and any other information you post on the NESCol website, e-mail or otherwise send to us.

Use of Your Data

We may use your data:

- To enable us to supply you with the goods, services and information which you have requested;
- To analyse the information we collect so that we can administer, support and improve and develop our business and services we offer; and
- To contact you in order to send you details of our goods, services, or other information which may be of interest to you;
- To contact you in order to discuss opportunities to publicise NESCol and your experiences of College, for example in the form of news releases.

We may contact you by post, or telephone as well as by e-mail. If you change your mind about being contacted in the future by any of these means then please let us know.

Disclosure of Your Data

The Data you provide to us will be treated as confidential. We will only disclose your Data to a third party for purposes approved by you.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the Data you provide to us without your consent.

Security

We employ security measures to protect your Data from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

Changes to our Privacy Policy

We may amend this Privacy Policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on our Site.

Your Rights

You have the right to ask for a copy of the Data held by us in our records. You also have the right to require us to correct any inaccuracies in your Data. You can do this by emailing newsroom@nescol.ac.uk.
