

PRIVACY NOTICE

STUDENT APPLICATIONS



May
2018

Before you apply for a course at North East Scotland College you should know how we collect personal data (information) about you, what we do with it and why.

This document will tell you about why we need data about you, how we will use it and who we may share it with. It will also tell you about the choices you have in relation to how we use your data and provide you with the details of who to contact if you have any questions or concerns.

WHY WE COLLECT DATA ABOUT YOU

When you make your application to learn with us we collect personal data about you so that we can identify you and communicate with you. Personal data will sometimes include 'special categories of data' (information about any disabilities; or your race or national or ethnic origin, religious philosophical or moral beliefs, or your sexual orientation) so that we can process your application in an accurate, fair and transparent way.

If we do not have this information we may not be able to process your application and potentially offer you a place on a college course.

HOW WE USE YOUR DATA

We will process your personal data where it is necessary to comply with:

- 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 Education (Scotland) Act 2016).

We may also process your personal data where we need to protect your interests (or someone else's interest), or where it is needed in the public interest or for official purposes.

College staff will use your data to:

- Verify your identity, assess your application and to request more information from you if needed
- Assess your application against the entry requirements of the course you have applied for
- Communicate with you about the progress of your application, including inviting you to attend interview processes if required.

When it is needed in the public interest, if we are legally required to, or we have your explicit consent we may process 'special categories of data' so that we can:

- make informed decisions as to whether we need to make appropriate adjustments during your interview or course in relation to any disabilities
- ensure meaningful equal opportunity monitoring and reporting, using information about
- your race or national or ethnic origin, religious philosophical or moral beliefs, or your sexual orientation.

Your data may also be used for archiving purposes in the public interest and for statistical purposes.

By processing your data we are fulfilling our obligations as a College and as a public authority in the provision of education in the public interest, under the requirements of the Education (Scotland) Act 2016 and in order to comply with other legislation, for example the Equality Act 2010.

THE COLLEGE DOES NOT USE ANY AUTOMATED PROCESS FOR MAKING DECISIONS ABOUT YOU AS PART OF THE APPLICATIONS PROCESS.

SHARING YOUR DATA

North East Scotland College may 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))*
- *Local Authorities (for example Aberdeen City Council, Aberdeenshire Council and schools).*

Any sharing of your data is done in the public interest in the area of Education and for archiving purposes in the public interest and for statistical purposes. It is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations that we share data with and through appropriate security measures.

KEEPING YOUR DATA

Your data will be kept in line with our Data Retention schedule which details how long we keep your enrolment data.

PROTECTING YOUR DATA

The College will process your data only in accordance with Data Protection legislation, this Privacy Notice and in adherence to the College's Data Protection and other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects.

In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

YOUR DATA RIGHTS

You have legal rights about the way the College manages and uses your data, which include the right to ask for a copy of it and to ask us to stop doing something with your data.

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:

Jacqueline Gillanders
Data Protection Officer
North East Scotland College
Gallowgate
ABERDEEN
AB25 1BN
dataprotection@nescol.ac.uk

You can find more information about how we ensure your privacy on our website, or from the Information Commissioner's Office, who are responsible for making sure organisations like the College handle your data in line with the law.

You should also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation.