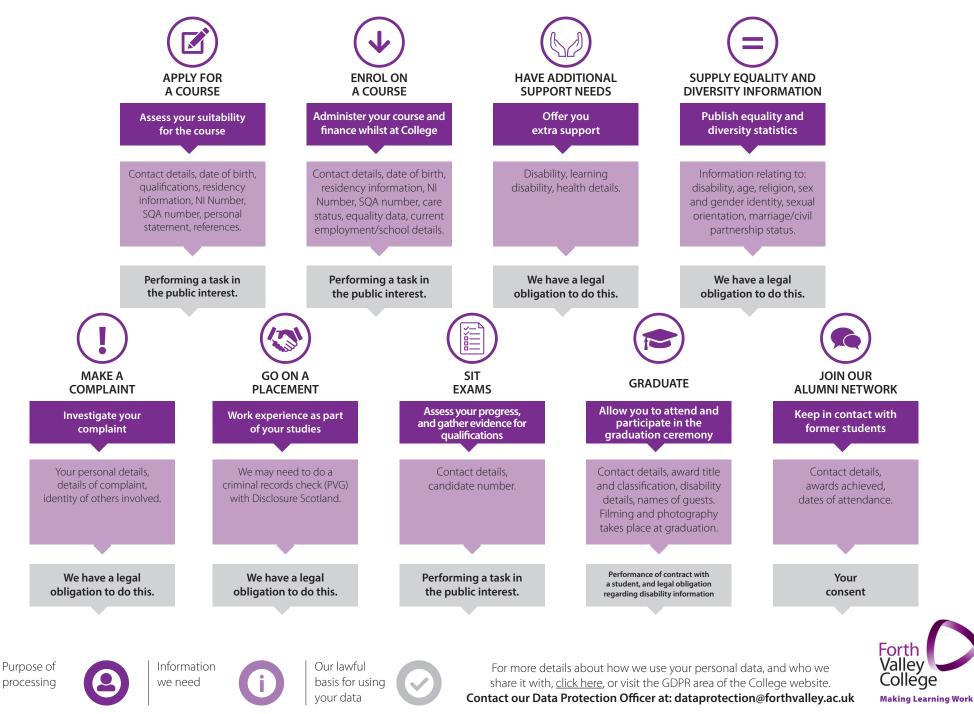# WHAT WE DO WITH **PERSONAL DATA** WHEN YOU...

APPLY FOR A COURSE

Assess your suitability for the course

Contact details, date of birth, qualifications, residency information, NI Number, SQA number, personal statement, references.

Performing a task in the public interest.

ENROL ON A COURSE

Administer your course and finance whilst at College

Contact details, date of birth, residency information, NI Number, SQA number, care status, equality data, current employment/school details.

Performing a task in the public interest.

HAVE ADDITIONAL SUPPORT NEEDS

Offer you extra support

Disability, learning disability, health details.

We have a legal obligation to do this.

SUPPLY EQUALITY AND DIVERSITY INFORMATION

Publish equality and diversity statistics

Information relating to: disability, age, religion, sex and gender identity, sexual orientation, marriage/civil partnership status.

We have a legal obligation to do this.

MAKE A COMPLAINT

Investigate your complaint

Your personal details, details of complaint, identity of others involved.

We have a legal obligation to do this.

GO ON A PLACEMENT

Work experience as part of your studies

We may need to do a criminal records check (PVG) with Disclosure Scotland.

We have a legal obligation to do this.

SIT EXAMS

Assess your progress, and gather evidence for qualifications

Contact details, candidate number.

Performing a task in the public interest.

GRADUATE

Allow you to attend and participate in the graduation ceremony

Contact details, award title and classification, disability details, names of guests. Filming and photography takes place at graduation.

Performance of contract with a student, and legal obligation regarding disability information

JOIN OUR ALUMNI NETWORK

Keep in contact with former students

Contact details, awards achieved, dates of attendance.

Your consent

KEY

Purpose of processing

Information we need

Our lawful basis for using your data

For more details about how we use your personal data, and who we share it with, click here, or visit the GDPR area of the College website.
Contact our Data Protection Officer at: dataprotection@forthvalley.ac.uk

Forth Valley College
Making Learning Work