

Privacy Notice – School Link Programme: Forth Valley College

The Data Controller of the information being collected is: Forth Valley College, Falkirk Campus, Grangemouth Road, Falkirk. FK2 9AD.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dataprotection@forthvalley.ac.uk

This privacy statement relates to the following process:

Application for School Link Programme

Your information will be used for the following purposes:

Application process for School Link courses, administration of courses, administering college support services, assessment purposes.

The following personal data being used for this process has originated from a third party:

Name, date of birth, current address, telephone number, mobile number, email address, national insurance number, SQA candidate number, last school attended, date left school, personal statement, qualifications/academic information, referee contact details

The data originates from these sources:

Clackmannanshire Council, Stirling Council, Falkirk Council, Fife Council, City of Edinburgh Council

Your data will, or may, be shared with the following recipients or categories of recipient:

Skills Development Scotland, Scottish Funding Council and other central bodies.

Your data will be retained for the following length of time:

Your data will be held for the duration of your course plus 6 years.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. casework@ico.org.uk