

Privacy Notice – Flexible Workforce Development Funded Courses

The Data Controller of the information being collected is: Forth Valley College, 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:

Processing data of students (employees) undertaking courses funded by the Flexible Workforce Development Fund. Eligible employers will refer students to eligible Forth Valley College courses, which are funded by the Scottish Funding Council via the Flexible Workforce Development Fund. Further details about this initiative can be found here:

http://www.sfc.ac.uk/web/FILES/guidance_sfcgd192019/Flexible_Workforce_Development_Fund_2019-20.pdf

Your information will be used for the following purposes:

Purpose 1: Course administration, course assessment, communicating with students, certification. This will include registering you for college systems and services.

Our lawful basis for this is to service a contract with you (Article 6(1)(b) of the General Data Protection Regulation (GDPR)., and we are carrying out a public task in the public interest. Forth Valley College is governed by various education laws including the Further and Higher Education (Scotland) Act 2005.

In this Act, Section 11(3)(a) states: “The activities are - the provision of fundable further education and fundable higher education by the fundable post-16 education bodies”. This means that the condition for processing your personal information is “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller” - Article 6(1)(e) of the GDPR.

Purpose 2: Updating employers about performance and certification.

Our lawful basis for this is to service a contract with your employer (Article 6(1)(b) of the GDPR).

Your data may be supplied by your employer, prior to your enrolment, and will consist of:

Title, full name, gender, postcode and date of birth.

If you were to withhold the personal information we require for this process, the consequences would be:

We may be unable to offer you a place on the course.

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

Scottish Funding Council (who fund the FWDF initiative) and the Scottish Qualifications Authority, or other relevant awarding body.

Information regarding performance, attendance and certification may be shared with your employer, under the terms of our contract with them.

Your data will not be sent outside of the EEA.

The processing of your data does not involve automated decision making.

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

The length of your course + six 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. Contact: casework@ico.org.uk