

Keeping your information safe

Why do we collect this?

To book you onto a course or project with Forth Valley College.

What is personal information?

Personal information is any information we have that is about you. In this case, your name, date of birth and which school you go to.

Will we share your personal information with anyone?

No.

Are we allowed to collect your personal information?

Yes, the law says we can because we are doing work which may help you, and may help anyone in society.

What will we do with the personal information?

We need this information to know which school you go to, and who you are.

How long do we keep your personal information?

We keep your information for 12 months or after the project is complete.

Who is in charge of looking after the information and keeping it safe?

Forth Valley College. You can visit our website at: www.forthvalley.ac.uk/ You can contact our Data Protection Officer at: dataprotection@forthvalley.ac.uk

For more details about how we use your personal data, and who we share it with, visit the GDPR area of the College website.

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