

# PRIVACY NOTICE

## Privacy Notice – Social Good Connect

**The Data Controller of the information being processed is:**

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD  
ICO Registration Number: Z9720531

**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](mailto:dataprotection@forthvalley.ac.uk)**

This privacy notice relates to sharing of your basic business contact details with Social Good Connect, to enable them to offer you services relating to volunteering opportunities.

Your information will be used for communication purposes, when Social Good Connect contact you about opportunities offered on its platform.

Use is necessary for the purposes of legitimate interests pursued by us or by a third party. Those legitimate interests relate to:

- benefits of volunteering activities for staff
- benefits to Forth Valley College in terms of community engagement, team building and wellbeing
- benefits for Social Good Connect's activity base
- benefits for individuals who may receive support as a consequence of volunteering activities

You can view the Legitimate Interests Assessment for this processing by contacting [humanresources@forthvalley.ac.uk](mailto:humanresources@forthvalley.ac.uk)

**No Special Category data is shared, and there would be no consequences if you did not supply the data, as the process is entirely voluntary.**

### Sharing

Your data will be shared with Social Good Connect. You can see their privacy notice here:

<https://socialgoodconnect.org/privacy-policy/>

**This process does not involve your data being sent outside of the European Union.**

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

### Retention Periods

Your data will be retained for the length of your employment, plus six years. The data is shared in this instance to provide volunteering opportunities.

Prepared by: Head of HR/ DPO

Approved by: Information Governance Group

Date: November 2020

# PRIVACY NOTICE

**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](mailto:casework@ico.org.uk)**