

PRIVACY NOTICE

Privacy Notice – College Leaver Destination Data

The Data Controller of the information being collected 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

This privacy statement relates to the following process:

Contacting ex-students to gather College Leaver Destination Data.

Your information will be used for the following purposes:

To prepare a return for the Scottish Funding Council, and for internal reporting purposes.

Our lawful basis for using the data is ‘public task in the public interest’; we use this information to record the outcomes of your College experience, and to ensure that the Scottish Funding Council and Scottish Government have accurate statistics for educational attainment.

The data being used does not include special category (sensitive) data.

If you were to withhold this data the consequences would be an incomplete return for the Scottish Funding Council, and incomplete data for College planning processes: there would be no consequences for you, as the process is voluntary.

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

The Scottish Funding Council: you can see their privacy notice here:

[Privacy Notice \(sfc.ac.uk\)](https://www.sfc.ac.uk/privacy-notice)

For the purpose of data collection we use Microsoft Forms - a third party service which is not operated by Forth Valley College. Please note Microsoft Forms may be processing some of your data (e.g. through cookies) in order to deliver its service.

Details of Microsoft's privacy policy can be found at:

[Microsoft Privacy Statement – Microsoft privacy](https://www.microsoft.com/privacy)

This process does not involve your data being sent outside of the European Union. The UK has an adequacy agreement with the EU for data protection purposes.

Prepared by: Head of Learning and Quality, DPO

Approved by: Information Governance Group

Date: February 2023

PRIVACY NOTICE

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

Data stored by the College is deleted 1 year after the survey date.

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. Visit: <https://ico.org.uk/>