

PRIVACY NOTICE

Privacy Notice – DSA Assessment Referral

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:

Data will be shared between the parties for the purposes of assessment of students for eligibility for Disability Support Allowance. Forth Valley College students will be referred to the Edinburgh College Assessment Centre, for the purposes of disability/needs assessment, and support for completion of DSA application forms. Forth Valley College will disclose background support data for students, and Edinburgh College will disclose assessment and DSA application outcomes.

Your information will be used for the following purposes:

DSA Assessment, DSA application (Edinburgh College).

Our lawful basis for using the data are:

Legal obligation, based on content of the Additional Support for Learning) (Scotland) Act 2004

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is:

Substantial public interest, DPA 2018, Sch 1, 6(2)(a)- function conferred by rule of law (both as set out in Further and Higher Education (Scotland) Act2005, & Education (Additional Support for Learning) (Scotland) Act 2004)

The decision to sign up for assessment services at Edinburgh College is one for the student, and is voluntary.

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

- 1.1 Edinburgh College. You can see their privacy notices here:
<https://www.edinburghcollege.ac.uk/data-protection-and-cookies>

This process does not involve your data being sent outside of the UK.

Prepared by: Student Support Manager, DPO

Approved by: Information Governance Group

Date: December 2023

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

Your data will be retained for the length of your course plus five 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. Visit: <https://ico.org.uk/>