Privacy Notice – Student Applications

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 data processed when you apply for a course at the College.

We collect your personal data for the following purposes:

To process your application to study one of our courses

This will include reviewing your application to see if you have met the entry criteria for a course; and offering a place on a College course where appropriate (some courses will require you to attend an interview).

Where you accept an offer of a place on a College course we will use your information to provide you with information on pre-course activities (eg. Online enrolment/pre-course induction information) and provide you with other essential information required to begin your studies (eg course timetable).

If your course requires you to have a Protecting Vulnerable Groups (PVG) check we will use the information you have supplied to arrange this with you directly.

To review your student funding and childcare funding eligibility

When you have been offered a place on a course, if you choose to apply for funding, the college's Student Funding Team will review your course and funding applications, and use the information provided about your education, location and personal circumstances to consider whether you are eligible for student funding support.

When you accept an offer of a place on a Further Education (FE) course, you will have the opportunity to apply for student funding for EMA/Bursary and Childcare funding. If you choose to apply for funding you will receive an email asking you for documentary evidence to support your application. This email will give you instructions on how to supply this and about what will happen next. (Please note childcare funding can only be awarded for registered childcare costs whilst you are attending classes).

If you accept a place on a Higher Education (HE) course you will have the opportunity to apply for childcare funding on the funding application website. If you choose to apply for funding you will receive an email asking you for documentary evidence to support your application. This email will give you instructions on how to supply this and about what will happen next. (Please note childcare funding can only be awarded for registered childcare costs whilst you are attending classes).

Prepared by: Head of Inclusion and Student Services, Student Administration Manager, DPO
Approved by: Information Governance Group
Date: February 2024

To arrange payment of course fees

If you or your employer are paying for your course of study, the college will contact you separately to request further information, including bank details (for example).

If you are eligible for a fee waiver, the college will request further information and evidence from you separately, prior to your place on a course being confirmed. If you have applied for an Individual Training Account to part pay your course fees you will be asked to provide the college with proof of income in the form of a P60 or your last three months' payslips.

To review any additional support needs you may have

This application form gives you the opportunity to tell the college about any additional support need(s) you may have. The Learning Support Team contacts applicants who indicate an additional support need to provide them with information about learning support at college. This information is not used in any selection or allocation process.

To analyse student applications for business, planning and equal opportunities purposes

The college analyses student applications, including by key protected characteristic groups (including age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender; and sexual orientation) to plan and improve its services and curriculum offering. Analysing applications by key protected characteristic groups forms part of the college's responsibilities under the Public Sector Equality Duty, part of the Equality Act 2010. This information (where you choose to supply it) will not be used in any selecting or allocating process.

To keep in touch with you about wider college activities (for marketing purposes)

The college will inform you about the essential information you will need to begin your course. However, the college would also like to keep in touch with you, before you start your course, about wider events and activities across the college beyond your course of study – we will always ask for your consent to send you this additional information, and if you consent, you can withdraw this at any time by emailing marketing@forthvalley.ac.uk

To meet our responsibilities in relation to your school, local authority, and Skills Development Scotland

If you are a "school leaver" (you are due to leave school and are applying for a college place whilst still at school) we will share basic information about the status of your application with Skills Development Scotland and with your current school guidance teachers. This will be limited to the status/progress of your application.

If you have been referred to the college by a local authority or local authority support service we will share basic information about the status of your application with that local authority/local authority support service. This will be limited to the status/progress of your application.

We will share your personal data with other third parties (for example a parent or guardian if you are 16 or over) only where we have your consent.

www.forthvalley.ac.uk

The college is required to provide certain information on "young people" (individuals aged 15 to 25) to Skills Development Scotland (SDS), to enable SDS to a). monitor that young person's involvement in education or training; b) provide advice or support with regard to that young person's training. This is explained in our information sharing section below.

Data Collected: Personal data

Name, primary & term address, telephone number, email address
Date of birth
Nationality
Next of kin and emergency contact details
Method of course payment (if applicable)
National Insurance Number (Modern Apprentices; ESF-funded students; ITA-funded students only)
Previous education (including Scottish Candidate Number), qualifications and employment history
Employment status (e.g. jobseeker) and history
Skills & experience (personal statement)
UK Visa status
Your IP Address (your unique online identifier when browsing the internet)
Method of payment
If you are a carer or have caring responsibilities
Care experienced/looked after background status (if applicable)
First/preferred language
Residency information/date & reason of entry to UK/EU
Veteran status

Data Collected: Special category data (only where you provide this; or it is required by law*)

Gender (and gender identity)
Sexual orientation
Religion or religious denomination
Ethnicity
Disability & health data (including mental health)
Pregnancy and maternity information
Special interest group status (e.g. asylum seeker; refugee; stateless person; person with profound or complex needs)
*Passport and Home Office Documents (eg Visa BRP Cards) for Assessing Residency Status
*ID evidence (eg Passport/Driving Licence/Birth Certificate) and current address evidence for completing PVG applications where required.
*Offences and alleged offences (for the purposes of PVG checks where required)
*Criminal proceedings, outcomes and sentences (for the purposes of PVG checks where required)

Our lawful basis for using the data varies.

Some data is processed as part of the College's public task (most data related to learning and teaching), or as part of our contract with you (including details of additional support needs, complaints etc.), or with your consent (e.g. marketing purposes).

The College public task relates to Further and Higher Education (Scotland) Act 2005, S23, A-D

Data Sharing

The college shares your information with the following data controllers:

Your local authorities and/or school (where you are a school leaver, or have been referred to the college via a local authority department or support service)

Skills Development Scotland: if you are aged 15-25 the college is required to provide the following information to Skills Development Scotland via a secure data hub: your name, address, telephone number, date of birth, Scottish Candidate Number; course information (including start and end date); application/enrolment status; course withdrawal or completion information.

Data processors: The college uses the following data processors to process your personal information:

Unit-E is provided by third party suppliers, to process student applications and student funding applications. Microsoft (Reporting functions) are used to report on data supplied. The system is hosted by Forth Valley College and sit within the college's technical controls.

Your data will not be sent outside of the UK, or the European Economic Area.

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

If your application does not convert to an enrolment, and you have no previous enrolment data within the last 10 years, your information will be deleted after 1 year.

You have the following rights:

• 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/