

PRIVACY NOTICE

Privacy Notice – Student Enrolment

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 enrol on a course at the College. Your data is used for the following purposes.

For academic purposes: to provide you with teaching, learning and support services; to assess your work; record your progress and ensure you receive certificates from awarding bodies like SQA and CITB.

We collect and use your information to:

Enrol you as a student

Administer our programmes of study, including funding and fee arrangements

Monitor your performance and attendance, supervise, conduct assessments and examinations, confer College awards; and provide awarding bodies with assessment results to enable them to confer awards.

To give you access to Student Support, IT, library, careers, and other college services.

To give you access to learning and teaching tools (including online tools) used as part of your course (e.g. Moodle, Mahara, Turnitin)

Deal with appeals, complaints and disciplinary matters promptly and fairly

Provide academic guidance and enable you to communicate with staff, your student representatives and fellow students on your programme of study

Invite you to college graduation ceremonies

Seek your feedback on our courses

Communicate with you about learning, teaching, student support, graduation (and FE awards events)

For administrative and financial management services: to administer fees due and paid for by you and to process payment made for other college related services (for example materials); to provide eligible students with childcare and other discretionary funding.

We collect and use your information to:

Administer and collect payment of course fees from you, or an employer

Process payments for additional college services like materials; graphics and printing services; and library fines

Assess your entitlement to student support payments like Education Maintenance Allowances (EMAs), Individual Training Accounts (ITA), Childcare Fund payments, bursaries and discretionary funds) and make arrangements for the payment of these to you in the event you are successful

Prepared by: Head of Inclusion and Student Services, Student Administration Manager, DPO

Approved by: Information Governance Group

Date: February 2024

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Confirm attendance and enrolment to Student Awards Agency Scotland (SAAS) and Student Loans Company (SLC) in relation to tuition fees and funding

Communicate with you in connection with administrative and financial services

To meet our duty of care to you and other legal obligations: to comply with a legal obligation; protect your vital interests in an emergency; exercise or defend legal claims or comply with court judgements; and protect public health

We collect and use your information to:

Meet our legal duty of care to you under health and safety and safeguarding laws

Protect your vital interests or someone else's e.g. in a medical emergency

Provide health and counselling services

Comply with a statutory obligation (e.g. under tax or immigration law; or as part of the Protection of Vulnerable Groups (PVG) Act 2007)

Meet our obligations under equality law. Under the UK Equality Act 2010 we need to collect special category personal data about our students to assist with monitoring equality of opportunity and eliminating unlawful discrimination. We hold this information in strictest confidence and disclose it to bodies with a statutory duty to collect it (i.e the Scottish Funding Council). You can choose whether or not you want to provide information for this purpose

If a student or applicant declares they have a disability, we have a duty to disclose this information on a need-to-know basis to staff to ensure that reasonable adjustments are made, enabling disabled students to meet their full academic potential

For public safety and the prevention and detection of crime: where this is necessary for the prevention, investigation, detection or prosecution of criminal offences, including the safeguarding against and the prevention of threats to public security.

Processing your personal data for these purposes includes:

Use of CCTV to monitor and collect visual images

Monitor use of IT facilities

Apply security and welfare measures for the safety and security of students and the wider College community under health and safety and other relevant laws.

To promote the college: we may take photographs, and other images and recordings of students for possible use in our publicity and promotional material in print and online on our websites and social media. We would also like to inform you of other college services (including the gym and college restaurants); and college events; for direct marketing purposes.

Processing your personal data for these purposes includes:

We will take photographs of students at events including Graduation and Open Days. Where you are the subject of the photo we will ask for your consent before using your image in our publicity and promotional material (which will include print and online material - both on our website and on social media).

Where you are not the subject of a photograph or film, but are included in a group setting (e.g. as part of the crowd at graduation) we will make you aware of the filming and photography and give

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you the chance to object/not be filmed/photographed.

We will keep copies of promotional material in our archives as a record of the College's activities.

We will keep you informed of additional college services (like the gym, and our restaurants) and college events which may be of interest to you (but only where you have given your consent to receive direct marketing).

For research: where this is necessary for statistical purposes and also research in the public interest.

Processing your personal data for these purposes includes:

Surveying graduates from our full time programmes of study to find out if they entered work, further study, or are doing something else.

Producing management and statistical information to monitor and improve our performance and our services to you and inform strategic planning (e.g. for recruitment).

Data Collected: Personal data

Name, address, telephone number, email address

Date of birth

Nationality

Next of kin and emergency contact details

Employer details

National Insurance Number

Bank account details

Previous education, qualifications and employment history

Employment status (e.g. jobseeker) and history

Course and units of study (including previous courses of study)

Assessment information related to your course, including assessment and exam dates and results

Disciplinary information

Appeals and complaints information

Attendance data

Financial information

Personal financial circumstances (including family)

Photographic footage

Country of domicile

Your IP Address (your unique online identifier when browsing the internet)

Your unique student ID

If you are a carer or have caring responsibilities

First/preferred language

Pregnancy and maternity information

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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)

Marital/civil partnership status

Special interest group status (e.g. asylum seeker; refugee; care-experienced; stateless person; veteran; 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)

*Criminal proceedings, outcomes and sentences (for the purposes of PVG checks)

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), as a legal obligation (health and safety, equality data), 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

We will share your personal data only where we must do so to comply with a legal obligation; or where sharing your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Forth Valley College. Marketing activities are carried out with your consent, which you can withdraw at any time by contacting

marketing@forthvalley.ac.uk

We will appoint people and organisations to work for us, and contract them to act as data processors on our behalf. Examples of when we do this include: Moodle, Mahara, plagiarism detection systems (Turnitin).

We will also share limited personal data where this is necessary for the following purpose:

For academic purposes: such as providing the results of assessments to awarding bodies to enable them to confer you with academic awards (e.g. a HNC, SVQ, BTEC qualification); arranging an industry placement for you as part of your studies, to allow you to join the College Students' Association (FVSA) or verifying your attendance and progress to your employer and/or sponsor.

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Processing your personal data for these purposes includes:

Sharing your personal details and assessment results with awarding bodies (e.g. SQA, CITB, City and Guilds etc.) to enable them to confer awards upon you (e.g. HNC, HND certificate)

To deliver a programme collaboratively or jointly between the College and the partner institution, for example, a University.

To check that our assessment of your work is fair we will share information with external examiners.

To undertake official independent assessment of our programmes e.g. by the SQA, CITB etc.

To confirm your attendance, progress and assessment marks to your employer and/or sponsor, or the institution through which you are studying.

To arrange a suitable industry placement if this is part of your course.

To publicise your award in our graduation programme and in the list of awards we provide in press releases to news media. (We will ask you for your consent for this).

To enable you to participate in the National Student Survey or other official surveys that give us your feedback on our academic quality and your student experience.

Where we have a legal obligation: this will include sharing with emergency services in a medical emergency, or to assist police investigating a crime, or to provide local councils with information on your choice of course, attendance and progress, and whether you are facing any barriers to education (if you are a school leaver, or school-college partnership student).

Processing your personal data for these purposes includes:

To help the emergency services (fire, police, ambulance) or a health professional to protect your vital interests or someone else's e.g. in a medical emergency.

To administer your right to be a member of the Forth Valley Student Association and vote in its elections.

Submitting statistical returns to the government or its agencies, including the Scottish Funding Council (SFC), Skills Development Scotland (SDS), and other official bodies. This will include sharing your special category data (where you've provided it) with the Scottish Funding Council for equality monitoring purposes; we will also share the destinations of full time graduates with the Scottish Funding Council, where graduates have agreed to take part in our survey.

To meet a statutory or regulatory obligation, (e.g. providing details on your course choice, progress, and any barriers to your local authority).

Confirming your eligibility for tuition fee funding with agencies including the Student Awards Agency for Scotland (SAAS), the Student Loans Company or your sponsor.

To comply with immigration laws. This involves disclosure and data sharing with UK Visas and Immigration authorities about applicants and students who are subject to immigration law.

To provide limited information necessary to an organisation with a statutory function, such as the police, where this is necessary for law enforcement.

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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.

Your data will be retained for the length of your course plus a maximum of 9 years.

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/>