

PRIVACY NOTICE

Privacy Notice – NEBOSH Qualifications

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:

Processing your data when you undertake NEBOSH qualification courses.

Your information will be used for the following purposes:

Application, enrolment, course administration, additional support needs (if required), assessment purposes, accreditation.

FVC Student Privacy Notice: <https://www.forthvalley.ac.uk/privacy/data-protection/>

Our lawful basis for using the data are:

Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

Use is necessary for the performing a task in the public interest or under official authority vested in us:

Further and Higher Education (Scotland) Act 2005 (23D(4))

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

Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued).

Data Protection Act 2018, Schedule 1, Part 2, 6. (2)(a) – the exercise of a function conferred on a person by an enactment or rule of law:

Equality Act 2010

Education (Additional Support for Learning) (Scotland) Act 2004

If you were to withhold the personal information we require for this process, the consequences would be:

Prepared by: Head of Commercial Training and Delivery

Approved by: Information Governance Group

Date: June 2020

PRIVACY NOTICE

We may be unable to offer you a place on the relevant course.

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

NEBOSH, Scottish Funding Council, and where we are required to share data for statutory purposes.

NEBOSH Privacy Notice:

<https://www.nebosh.org.uk/about-nebosh/our-organisation/>

Scottish Funding Council Privacy Notice:

<http://www.sfc.ac.uk/about-sfc/how-we-operate/access-information/privacy-notice/college-student-data.aspx>

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.

Your data will be retained for the length of your course plus six 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. Contact: casework@ico.org.uk