**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:**

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:**

*•* Theright 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**