Privacy Notice: Moodle VLE and Mahara eportfolio Platform

The Data Controller of the information being collected is: Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD.

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 of data to enable student use of Moodle VLE and Mahara eportfolio system.

Your information will be used for the following purposes:

System administration, age verification, communication purposes, identification purposes, assessment purposes.

Our legal reason for using the data is/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.

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

We would be unable to offer you VLE and eportfolio facilities.

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

Your identification data may be shared with awarding bodies such as SQA, CITB, City and Guilds etc. for purposes of academic integrity and certification.

Your data will be retained for the following length of time:

Your data will be retained for the duration of your course, + 1 year.

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, email casework@ico.org.uk