

Privacy Notice Foundation Apprenticeships

The Data Controller of the information being collected is: Forth Valley College, Falkirk Campus, 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:

Application for Foundation Apprenticeship Courses

Your information will be used for the following purposes:

Application process for Foundation Apprenticeship courses, administration of courses, enabling access to college systems, administering college support services, 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.
- Use is necessary for the performing a task in the public interest or under official authority vested in us.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

- Use is necessary for reasons of substantial public interest.
Data Protection Act 2018, Schedule 1, Part 2. 6. (2)(a)- (Equality Act 2010)
Data Protection Act 2018, Schedule 1, Part 2. 8. (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 not be able to process your application, and offer you a place on the course.

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

Skills Development Scotland, Scottish Funding Council, employers (if applicable), local councils (Clackmannanshire Council, Stirling Council, or Falkirk Council)

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

Your data will be held for the length of your course + 6 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, email casework@ico.org.uk