

Privacy Notice – Image and Video Production: Sports Courses

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:

Inclusion in Image and Video Production

Your information will be used for the following purposes:

Your still and/or moving images and audio will be used to monitor and assess coursework.

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: you may be unable to attain the assessment requirements of the course.

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

Your data may be shared for assessment purposes with SQA or other awarding bodies.

Your data will be retained for the following length of time: 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 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 casework@ico.org.uk