

# PRIVACY NOTICE

## Privacy Notice – Criminal Conviction Data: Staff

**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](mailto:dataprotection@forthvalley.ac.uk)**

**This privacy statement relates to the following process:**

Protecting Vulnerable Groups (PVG) process: mandatory for all staff

**Your information will be used for the following purposes:**

To check against the Disclosure Scotland database for any relevant criminal offences, which may affect your offer of employment at Forth Valley College.

**Our lawful basis for using the data is/are: (delete as appropriate)**

Use is necessary for us to comply with a legal obligation.

***Vulnerable Groups (Scotland) Act 2007, Part 1, 2. Referral Ground***  
<https://www.legislation.gov.uk/asp/2007/14/section/2>

**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, 18. – safeguarding of children and of individuals at risk***

***Vulnerable Groups (Scotland) Act 2007, Part 1, 2. Referral Ground***  
<https://www.legislation.gov.uk/asp/2007/14/section/2>

If you were to withhold the personal information we require for this process, we may not be able to offer you employment or may retract an offer of employment.

Your data will be shared with Disclosure Scotland as part of the PVG process.

Your data will not be sent outside of the European Union.

Prepared by: Head of Human Resources

Approved by: Information Governance Group

Date: June 2020

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The processing of your data does not involve automated decision-making.

**Your data will be retained for the term of your employment, if data is received from Disclosure Scotland.**

**You have the following rights in relation to Criminal Conviction data:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect

**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](mailto:casework@ico.org.uk)**