

# PRIVACY NOTICE

## Privacy Notice — Criminal Conviction Data: Students

### 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 students attending placements on certain courses.

### 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 eligibility to attend work placement.

### 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 a work placement.

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

Prepared by: Student Records Manager

Approved by: Information Governance Group

Date: June 2020

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Your data will not be 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, 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)**