

PRIVACY NOTICE

Privacy Notice – CANVA

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

This privacy statement relates to the following process:

College use of the Canva design and publishing platform.

Your information will be used for the following purposes:

Student and staff images may be used in promotional materials, which may be designed and stored on the Canva platform.

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

You have given consent for the use. The college would only use images where we have the data subject's consent.

Your data will, or may, be shared with Canva. To see their privacy notice, visit:

<https://about.canva.com/privacy-policy/>

This process involves your data being sent outside of the European Union. The following safeguard is in place for this international transfer:

From the Canva Privacy Policy:

For Canva users in the European Economic Area (EEA) Canva processes your information in accordance with European laws and regulations such as the General Data Protection Regulation (GDPR). The GDPR governs how Canva may process your information, and the rights that EEA users have in relation to it. Canva's local representative is European Data Protection Office (EDPO) with registered address at Avenue Huart Hamoir 71, 1030 Brussels, Belgium

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

Your data will be retained for the length of time images have potential for use, or until you withdraw your consent for use.

Prepared by: Head of Communications and Marketing

Approved by: Information Governance Group

Date: June 2020

PRIVACY NOTICE

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. Contact: casework@ico.org.uk