

Privacy Notice – Advanced Manufacturing Challenge Fund

The Data Controller of the information being collected is:

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF
ICO Registration Number: ZA004894

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dpo@wcs.ac.uk

This privacy statement relates to the following process:

The Advancing Manufacturing Challenge Fund (AMCF) is one of the competitive Challenge Funds being delivered through Scottish Programme for Research, Innovation and Technology Eco-System (SPRITE) and European Regional Development Fund (ERDF) funding will be distributed, on a competitive basis, to projects delivered in Scotland. West College Scotland is an applicant for this funding, and will require to share employment data with external organisations to fulfil the College's statutory and audit requirements.

Your information will be used for the following purposes:

The information will include your name, address, age, gender, job role, level of education, labour status and National Insurance Number, hourly rates paid for project work, contractual details.

This will be used to provide evidence related to project work, pay rates, and employees who undertook the work.

Our lawful basis for using the data 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 us to comply with a legal obligation:

Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund

The data being used includes does not include special category (sensitive) data.

If you were to withhold the personal information we would be unable to offer you work related to this project.

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

Highlands and Islands Enterprise, who may share the data with other external organisations.

You can see their privacy notice here:

<https://www.scottish-enterprise.com/help/privacy-notice>

This process does not involve your data being sent outside of the European Union.

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

Your data will be retained until 2032, or as required by revised EU auditing purposes.

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. Visit: <https://ico.org.uk/>

Signed off: Head of OD and HR, DPO

Date: December 2022