

**Privacy Notice – Foundation Apprenticeships: West College Scotland**

**The Data Controller of the information being collected is: West College Scotland , Clydebank Campus, Queens' Quay, Glasgow. G81 1BF.**

**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](mailto:dpo@wcs.ac.uk)**

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

Application for Foundation Apprenticeship Courses

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

Application process for Foundation Apprenticeship courses, administration of courses, administering college support services, assessment purposes.

*The following personal data being used for this process has originated from a third party:*

*Name, date of birth, current school attended, current school year group, email address, phone number, framework being applied for, educational achievements, educational progression details, previous college attendance details, reasons for applying for foundation apprenticeship course.*

*The data originates from these sources:*

*East Renfrewshire Council, Inverclyde Council, Renfrewshire Council, West Dunbartonshire Council*

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

Skills Development Scotland, Scottish Funding Council

**Your data will be retained for the following length of time:**

*Your data will be held for the duration of your course plus 6 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 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. [casework@ico.org.uk](mailto:casework@ico.org.uk)**