

Privacy Notice – Janet txt

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 College will store limited personal data on the Janet txt system, if you have supplied a mobile phone number.

Your information will be used for the following purposes:

Janet txt is used to send sms messages to students and staff, to update them regarding short term changes to services or lectures, and updates on weather closures etc.

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

Contract: we have a duty under contract to keep you informed about changes in services: eg, timetable changes, exam information, college closures etc.
It is not mandatory to supply a mobile phone number.

If you were to withhold the personal information we require for this process, we would be unable to supply you with updates, as detailed above.

Your data will, or may, be shared with JISC and PageOne. You can see their privacy notices here:

JISC: <https://www.jisc.ac.uk/website/privacy-notice>

PageOne: <https://www.pageone.co.uk/privacy/>

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

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

Your data will be retained for the length of your course, or employment term, or until you remove your mobile number from College systems.

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 Student Services, DPO

Date: December 2022