

Privacy Notice – Protection of Vulnerable Groups (PVG) Procedure- Students

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:

Students who are enrolled on certain courses, and students who are accepted on work placements, may be required to undergo a PVG check. Your details will be checked by Disclosure Scotland, who will report back to the College with details of any recorded and relevant previous criminal convictions.

Your information will be used for the following purposes:

Your personal details will be forwarded to Disclosure Scotland for the purposes of a PVG check. A copy of an item of identification will be processed to confirm your identity. Details returned from Disclosure Scotland will be used to make a decision about your suitability to undertake the course or work placement. You can read how the scheme works [here](#).

Our lawful basis for using the data is:

Use is necessary for us to comply with a legal obligation, that being: our statutory duties in relation to the Protection of Vulnerable Groups (Scotland) Act 2007, for individuals involved in regulated work.

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

If you were to withhold the personal information we require for this process, we would be unable to offer you a place on the course or work placement.

Your data will be shared with Disclosure Scotland. You can see their privacy notice [here](#).

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 for the following length of time:

Disclosure Scotland referral forms:	6 months
Disclosure Scotland disclosure certificates:	6 months (summary of contents may be retained in certain cases)
Identity documents:	3 months

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 by: Head of Student Services, DPO

Date: December 2022