

Privacy Notice – Awarding Bodies

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:

Processing your data when you undertake qualification courses which require certification from an external awarding body.

Your information will be used for the following purposes:

Application, enrolment, course administration, additional support needs (if required), assessment purposes, accreditation.

CITB require the College to monitor examinations by use of video recordings: these recordings are kept for six months, and then securely destroyed.

You can see the West College Scotland Student Privacy Notice here:
[west-college-scotland-student-personal-data-statement-23052018.pdf](#)

Our lawful bases 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 the performing a task in the public interest or under official authority vested in us:

Further and Higher Education (Scotland) Act 2005 (23D)

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is:

Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued.

Data Protection Act 2018, Schedule 1, Part 2, 6. (2)(a) – the exercise of a function conferred on a person by an enactment or rule of law:

Equality Act 2010 and;

Education (Additional Support for Learning) (Scotland) Act 2004

If you were to withhold the personal information we require for this process, the consequences would be that we may be unable to offer you places on awarding body certificated courses.

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

Scottish Funding Council Privacy Notice:

<http://www.sfc.ac.uk/about-sfc/how-we-operate/access-information/privacy-notice/college-student-data.aspx>

West College Scotland host courses which require certification by the following awarding bodies:

Association of Accounting Technicians

[AAT Privacy Policy](#)

Associated Beauty Therapists

[ABT Insurance](#)

BPEC Ltd

[BPEC Privacy Policy | Learning for Life | BPEC](#)

British Council

[Data Protection | British Council](#)

Cache

[Legal Information \(cache.org.uk\)](#)

Chartered Management Institute (CMI)

[Data Privacy - CMI \(managers.org.uk\)](#)

Chartered Quality Institute (CQI)

[Privacy Notice | CQI | IRCA \(quality.org\)](#)

City and Guilds

[Privacy Policy | City & Guilds \(cityandguilds.com\)](#)

Construction Industry Training Board (CITB)

[Privacy policy - CITB](#)

EAL Awards

[Privacy policy - EAL Awards](#)

ECITB

[Privacy Statement - ECITB](#)

Gas Safe Register

[Gas Safe Register | Privacy and cookies - Gas Safe Register](#)

GQA Qualifications

[Privacy Policy - GQA \(masterfitterchallenge.co.uk\)](https://www.masterfitterchallenge.co.uk/privacy-policy)

ILM

[Privacy Policy \(i-l-m.com\)](https://www.i-l-m.com/privacy-policy)

Institute of the Motor Industry

[IMI Privacy Policy | Institute of The Motor Industry \(theimi.org.uk\)](https://www.theimi.org.uk/imi-privacy-policy)

IOSH

[Privacy Notice \(phoenixhsc.co.uk\)](https://www.phoenixhsc.co.uk/privacy-notice)

NCFE

[Legal Information \(ncfe.org.uk\)](https://www.ncfe.org.uk/legal-information)

NEBDN

[Privacy Notice | NEBDN](https://www.nebdn.org.uk/privacy-notice)

NEBOSH

[Privacy Notice \(phoenixhsc.co.uk\)](https://www.phoenixhsc.co.uk/privacy-notice)

NOCN

[Privacy - NOCN](https://www.nocn.org.uk/privacy)

REHIS

[Privacy & Cookies | REHIS](https://www.rehis.org.uk/privacy-cookies)

Rock School Learning

[Privacy - RSL Awards](https://www.rockschoollearning.com/privacy-rsl-awards)

SEMTA

[Privacy Policy | Semta](https://www.semta.org.uk/privacy-policy)

SFJ Awards (formerly, IQ)

[Privacy policy - SFJ Awards](https://www.sfj-awards.com/privacy-policy)

SQA

[Privacy Statement \(English\) - SQA](https://www.sqa.ac.uk/privacy-statement)

Training Qualifications UK

[GDPR & Privacy Policy - TQUK](#)

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, in most cases, for the length of your course plus six 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. Visit: <https://ico.org.uk/>

Signed off: Quality Assurance & Examinations Manager, DPO

Date: December 2022