

Privacy Notice – Operation of Drones

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:

Drone footage will be recorded over the buildings in Paisley campus to record features of buildings, and for demonstration of the use of drones for surveyance tasks.

Your information will be used for the following purposes:

Illustrative materials for students attending courses on drone operations.

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

Data is collected and stored by the drone operator.

The data originates from these sources:

Film footage and photographs collected by drone operations above Paisley campus buildings.

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

Use is necessary for the performing a task in the public interest or under official authority vested in us.

The Further and Higher Education (Scotland) Act 2005 outline the general duty of the College under section 23A, 'to exercise its functions with a view to securing the coherent provision of a high quality fundable further education... in the locality of the regional college...'

Your data will not be shared with any third parties. Footage will be edited prior to use in the classroom to remove any identifiable individuals.

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 following length of time:

Personal data will not be routinely processed, and will be edited out of materials for use in the classroom.

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 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 Sector, Building & Construction Services, DPO

Date: December 2022