

## **Privacy Notice – European Social Funds (ESF) DSW 2020/21 Courses**

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

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

European Social Funds (ESF) DSW 2020/21 Course Administration

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

Application process for European Social Funds (ESF) DSW 2020/21 Courses, administration of courses, administering college support services, assessment purposes, monitoring and compliance with conditions of funding.

### **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, 23A-D

### **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) exercise of a function conferred by an enactment or rule of law (Equality Act 2010) – equality of treatment or opportunity

### **If you were to withhold the personal information we require for this process, the consequences would be:**

We may not be able to process your application and offer you a place on the course.

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

Scottish Funding Council, Scottish Government, European Union (as the courses are funded by European Social Funding).

**Your data will not be 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:**

Your data will be held for the length of your course and until 2032.

**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: Economic Development Manager, DPO

Date: December 2022