

## **Privacy Notice – Foundation Apprenticeships**

### **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:**

Foundation Apprenticeship Course Administration

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

Application process for Foundation Apprenticeship courses, administration of courses, administering college support services, assessment purposes.

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

- 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.

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

- 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:**

Skills Development Scotland, Scottish Funding Council, employers (if applicable), local councils (Renfrew Council, East Renfrewshire Council, Inverclyde Council or West Dunbartonshire Council)

### **Skills Development Scotland Privacy Notice:**

<https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/>

### **Your data will not be 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:**

Your data will be held for the length of your course + 6 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 by: Head of Enterprise & Employability, DPO**

**Date: December 2022**