

Privacy Notice – FWDF: Online Training 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

This privacy statement relates to the following process:

Some Flexible Workforce Development Fund (FWDF) students will be directed to online training services provided by QA Digital Training. Students are required to provide minimal personal data (name, email address) to enable registration on the online course. The courses are offered via the CISCO Webex platform.

Your information will be used for the following purposes:

Registration, course administration, course contact, communication regarding assessment and results.

Our lawful basis for using the data is:

Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

If you were to withhold the personal information we require for this process, the consequences would be that you would be unable to register on the online training course.

When you enrol on a course, data is shared with QA Digital Training. To see their privacy notice, visit here:

<https://www.qa.com/legal-privacy/privacy-notice/>

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 length of your course, plus six years.

To see QA Digital Training retention periods, visit their privacy notice at:

<https://www.qa.com/legal-privacy/privacy-notice/>

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: Head of Business Development and Innovation, DPO

Date: December 2022