

Privacy Notice – Student Finance

This notice covers the processing of personal data when you apply for Student Funding at West College Scotland.

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

Purposes

How we use your information

Your personal information is collected to process your application for funding:

- To determine your eligibility on behalf of the Scottish Funding Council for Bursaries, Education Maintenance Awards (EMA) and Childcare Funding.
 - To assess your eligibility for discretionary funding
 - For Higher Education students to assess eligibility and administer Discretionary awards on behalf of the Student Award Agency Scotland (SAAS)
 - To manage appeals against any funding decisions
- Your information is also used for the purposes of:
- Managing and protecting public funds, including the prevention and detection of fraud
 - Audit and to ensure compliance with external funding obligations

Purpose	Lawful Basis
<ul style="list-style-type: none"> • To determine your eligibility on behalf of the Scottish Funding Council for Bursaries, Education Maintenance Awards (EMA) and Childcare Funding. • To assess your eligibility for discretionary funding • For Higher Education students to assess eligibility and administer Discretionary awards on behalf of the Student Award Agency Scotland (SAAS) • To manage appeals against any funding decisions 	<p>Contract</p> <p>Your learning contract with the College.</p> <p>Public Task</p> <p>Public task of providing Further Education services.</p> <p>Substantial Public Interest</p> <p>Where special category (more sensitive) data is processed.</p>

<ul style="list-style-type: none"> • Managing and protecting public funds, including the prevention and detection of fraud • Audit and to ensure compliance with external funding obligations 	<p>Legal Obligation</p> <p>Where we are required to disclose data by law.</p> <p>Substantial Public Interest</p> <p>Where special category (more sensitive) data is processed.</p>

Personal information processed

We use the following personal information:

- Contact details. e.g. name, address, contact numbers, email address
- Student Information. e.g. course details, year of study, student ID number, student photo
- Address History
- Financial details. e.g. previous financial support, your income, household income, bank account details, expenditure (including evidence)
- Education and employment history
- Personal circumstances. e.g. employment, marital status (including evidence)
- Dependant details. e.g. copies of birth certificates, child care requirements
- Parent information. E.g. contact, marital status, occupation
- Travel Requirements
- Childcare Provider
- Copies of official ID. e.g. Birth certificate, Passport, Driving Licence
- College attendance information

Sharing your information

We may share your information with the following organisations:

- Scottish Funding Council
- Student Awards Agency Scotland
- Childcare Providers
- Transport Providers
- Auditors

This process does not involve your data being sent outside of the European Union.

The processing of your data does not involve automated decision making.

Your data will normally be retained for 6 years after your last payment of funding.

For students involved in European Social Funding (ESF) retention periods will be longer, and in line with ESF guidance.

If you do not provide the information requested relevant to the funding you are applying for, this may cause a delay in your application and prevent the College from being able to provide you with the funding you may be entitled to.

Data Subject Rights:

- 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

If you would like to make a complaint about the way your data has been used at West College Scotland, contact dpo@wcs.ac.uk

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/make-a-complaint/>