

## Privacy Notice – Student Application Process

When you apply to study at West College Scotland (WCS), it's necessary to process personal information about you. We use this personal information in different ways and this notice provides details of what information we use, how we use it, who we may share it with and how long we will retain it. This notice applies to all individuals who apply for any course 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](mailto:dpo@wcs.ac.uk)

### Purposes

| Purpose  | Lawful Basis   |
|--|--|
| <p><b>Account Creation</b></p> <ul style="list-style-type: none"> <li>To create an online application user account.</li> <li>To check you do not already have an account with us.</li> <li>To provide you with IT support.</li> </ul>  | <p><b>Contract</b></p> <p>Your application to enter into a student learner agreement.</p>  |
| <p><b>Application Process</b></p> <p>To progress your application including:</p> <ul style="list-style-type: none"> <li>To assess if you meet course entry requirements</li> <li>To administrate your application</li> <li>To arrange interviews</li> <li>Communicating with you about your application and college support services</li> <li>Confirming eligibility for the right to study in the UK</li> </ul> | <p><b>Contract</b></p> <p>Your application to enter into a student learner agreement.</p> <p><b>Public Task</b></p> <p>Public task in the provision of Further Education.</p> <p><b>Legal Obligation</b></p> <p>Immigration Act 2016</p> |
| <p><b>Support Services</b></p>   | <p><b>Contract</b></p> <p>Your application to enter into a student learner agreement.</p>  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Providing guidance and support to you during the application and interview process.</li> <li>• If you choose to disclose that you are Care Experienced or a Carer we will contact you to offer any additional support available during your application.</li> </ul>   | <p><b>Public Task</b></p> <p>Public task in the provision of Further Education.</p>  |
| <p><b>Statutory reporting</b></p> <ul style="list-style-type: none"> <li>• The Further Education Statistical (FES) return to the Scottish Funding Council (SFC), and other external bodies such as the Scottish Government.</li> </ul>   | <p><b>Public Task</b></p> <p>Public task in the provision of Further Education.</p>  |
| <p><b>Equality Monitoring and Reporting</b></p> <ul style="list-style-type: none"> <li>• Providing advice and support to you, including disability services and any reasonable adjustments to enable disabled students to attend interviews.</li> <li>• To meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination.</li> </ul> | <p><b>Legal Obligation</b></p> <p>The Equality Act 2010</p> <p>Where this includes special category data, we additionally use the basis of ‘Reasons of substantial public interest’ and ‘Support for a disability or medical condition’.</p> |
| <p><b>Protecting Vulnerable Groups</b></p> <ul style="list-style-type: none"> <li>• For courses that require you to undertake a placement in a childcare setting or work with vulnerable adults, to make sure that you are not barred from this type of work and</li> <li>• meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007</li> </ul>                              | <p><b>Legal Obligation</b></p> <p>Protection of Vulnerable Groups (Scotland) Act 2007</p>  |
| <p><b>Health and Safety</b></p> <p>To ensure the appropriate evacuation plans are in place.</p>  | <p><b>Legal Obligation</b></p> <p>The Health and Safety at Work etc Act 1974</p>   |
| <p><b>Emergency Situations</b></p> <p>To protect the vital interests of you ,or another individual, in an emergency situation.</p>   | <p><b>Vital Interests</b></p>  |

### **Sharing your information**

There will be occasions where we need to share your personal information with third parties

Third parties with whom we may share your data include:

- Local Authority Schools (for pupils on schools programmes)
- The Scottish Funding Council (SFC)
- Disclosure Scotland (where a PVG is required)
- Internal and External 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 one year after your application process.**

If you were to withhold the personal information we require for this application process, the consequences would be that we may be unable to offer you a place on the course you have applied for.

### **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](mailto: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/>**