

Privacy Notice – Safeguarding Data

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

We only process data for specified purposes and if it is justified in accordance with data protection law. We process personal data for the purposes of responding to and addressing safeguarding concerns. The College does not hold safeguarding records for all students, only those where concerns have been raised. We will process: your contact details, (address, phone number, student ID no, etc.) course details, and details of any incident(s) that you raise. This may contain special category data such as information about your health, sexual activity etc.

Your information will be used to investigate incidents and complaints.

There may be times when your data may be shared with external organisations, such as:

Our staff associated with safeguarding and pastoral support

Other teams within Student Services

Statutory Government bodies

Local Authorities

Relevant authorities dealing with emergency situations

Any other authorised third party with whom the College has a legal or contractual obligation to share personal data with

Lawful Bases for Processing

Processing is necessary for compliance with a legal obligation to which the controller is subject

Processing is necessary in order to protect the vital interests of the data subject or of another natural person

In respect of the sensitive personal data listed above, processing will only be carried out where it is necessary for reasons of substantial public interest, under the condition outlined in DPA 2018, Sch 1, 18.

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.

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/>