

Privacy Notice – Student Enrolment Process

When you enrol as a student at West College Scotland (WCS), it is 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 enrol onto any course at West College Scotland. You will supply most of this data initially when you complete your enrolment form.

Personal information is also collected about you during your studies for example, marks and grades; academic assessments; your conduct; your use of IT systems; your use of support services and learning analytics. Other information may be provided to us by relevant third parties, such as medical professionals, the Student Awards Agency for Scotland (SAAS), employers, placement providers, sponsors, or Disclosure 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

When you apply and then accept your offer you enter a contract with WCS and agree to accept the College's Terms and Conditions. WCS process your data for the following purposes and under the lawful bases listed below:

| Purpose | Lawful Basis |
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| <p>Academic purposes To provide you with learning and support services, record your progress and qualifications including:</p> <ul style="list-style-type: none"> • Recruitment, admissions and enrolment. • Provide you with education & training. • Communicating with you about your studies and college services • Enable the provision of teaching and learning, on campus and/or using Virtual Learning Environments (VLEs). • Maintaining your student records and managing academic processes, including attendance and assessment. • Verifying your identity. • Confirming eligibility for the right to study in the UK • Production of student ID cards. | <p>Contract The terms and conditions you agree to when enrolling to study with us.</p> <p>Public Task Public task in the provision of Further Education.</p> |
| <p>Support Services</p> <ul style="list-style-type: none"> • Providing advice and guidance to you during your studies, including careers guidance. • Provide educational learning support, including Personal Learning Support Plans. | <p>Contract The terms and conditions you agree to when enrolling to study</p> |

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| <ul style="list-style-type: none"> • If you choose to disclose that you are Care Experienced, we will use this data to contact you to let you know about the support and resources that are available if you wish to make use of them. • To provide you with membership of the Student Association | <p>with us.</p> <p>Public Task Public task in the provision of Further Education.</p> |
| <p>Learning Analytics We use information based on your enrolment data, attendance and use of College resources e.g. IT systems, to identify any areas of concern. This process is to help identify students who may require extra support to ensure they are able to continue their studies.</p> | <p>Public Task Public task in the provision of Further Education.</p> |
| <p>Statutory reporting The Further Education Statistical (FES) return to the Scottish Funding Council (SFC), and other external bodies such as the Scottish Government.</p> | <p>Public Task Public task in the provision of Further Education.</p> |
| <p>Equality Monitoring and Reporting</p> <ul style="list-style-type: none"> • Providing advice and support to you, including disability services and any reasonable adjustments to enable disabled students to attend interviews. • To meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination. | <p>Legal Obligation The Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</p> |
| <p>Protecting Vulnerable Groups</p> <ul style="list-style-type: none"> • 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 meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007. | <p>Legal Obligation Protection of Vulnerable Groups (Scotland) Act 2007</p> |
| <p>Emergency Situations</p> <ul style="list-style-type: none"> • To protect the vital interests of you, or another individual, in an emergency situation. • To contact you, by text message and/or email, urgently with important information or guidance on access to College buildings or services. For example, to advise of closures or provide health and safety information. | <p>Vital Interests</p> <p>Legitimate Interests To ensure timely and accurate communication in an emergency.</p> |
| <p>Promotion of the College</p> <ul style="list-style-type: none"> • Sending you marketing emails | <p>Consent</p> |
| <p>CCTV</p> <ul style="list-style-type: none"> • To protecting our staff, students, visitors, and the assets of the College • Monitoring and enforcing traffic management on College | <p>Legal Obligation Health and Safety at Work etc. Act 1974</p> |

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Sharing your information

We engage third parties to work for us as service providers and have contracts in place with them to act as data processors on our behalf. These third parties provide us with services such as payment collection services, ICT systems, email, plagiarism detection systems, virtual learning environments, health and safety applications, digital ID systems, website hosting services, print and media services.

There will be occasions where we need to share your personal information with third parties. We will only do so where we:

- Have a lawful basis under data protection legislation; or
- Are required to under a statutory or regulatory obligation; or
- Have your consent.

Third parties with whom we may share your data include:

- Awarding Bodies e.g. SQA, City & Guilds etc.
- Placement Employers
- Employers or sponsors, where an employer or sponsor funds your place at College
- Skills Development Scotland (SDS)
- Local Authorities (council tax exemptions/ Schools (for pupils on schools programmes)
- The Student Awards Agency for Scotland (SAAS)
- Student Loans Company (SLC)
- The Scottish Funding Council (SFC)
- The Scottish Government and relevant UK Government departments and agencies
- Universities and Colleges Admissions Service (UCAS)
- Universities (if you are studying on a degree programme delivered at WCS)
- Childcare providers, nurseries and landlords (where we provide funding)
- Counselling Services (to make referrals)
- Disclosure Scotland (where a PVG is required)
- Survey Providers
- College Insurers (for the purposes of any claims)
- Internal and External Auditors
- Potential employers, where you have asked us to provide a reference

This process does not involve your data being sent outside of the European Union, unless that is done on a lawful basis, with adequate safeguards in place.

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

Student records are retained for 6 years after you leave the College.

If you were to withhold the personal information we require for this enrolment 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

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/>