



## Privacy Notice – Student Applications

April 2018

This privacy notice provides you with information about us, why we collect information from you, what we do with the information we collect from you, who we share your information with and your rights under the General Data Protection Regulations (“GDPR”) in relation to that information. We may update this notice from time to time.

When you make an application to be a student at Dundee and Angus College, we collect personal information about you, in order that we can fairly and accurately process your application. We process (this means to do anything with the information such as to collect, store, use, access, destroy or share) information which relates to you, in accordance with GDPR.

"Personal data" means recorded information we hold about you from which you can be identified or may be identifiable. It may include contact details, other personal information, photographs, expressions of opinion about you or indications as to our intentions about you.

If you have any questions on the policy you can contact our Data Protection Officer on the contact details noted below.

### Why do we collect data about you?

When you make your application we collect personal data from you which is information which can be used to identify you. We also collect information about you which tells us more about you so that we can process your application in a way which is fair and transparent.

We collect data from you which may be used to verify your identity and assess your application, to communicate with you about the progress of your application or to request more information from you. College staff will use your data to assess your application against the entry requirements of the course(s) you have applied for. Your data may also be used for archiving purposes in the public interest and for statistical purposes. By processing your data we are fulfilling our obligations as a College and as a public authority in the provision of education in the public interest and to comply with the requirements of the Education (Scotland) Act 1980, the Equality Act 2010 and other legislation and so that we can give your application fair and equal consideration.

We will process your personal data where the processing is necessary to evaluation potential contractual obligations (the entry of a student contract between you and us). It is impossible for us to evaluate this potential contract the provision of this personal data.

We will process your personal data where processing is necessary to comply with a legal obligations. We may also process your personal data where we need to protect your interests (or someone else's interest), or where it is needed in the public interest or for official purposes.

We may process special categories of data in order to comply with legal requirements, such as considering if we need to make appropriate adjustments during the application process in relation to any disabilities, or information about your race or national or ethnic origin, religious philosophical or moral beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring or and reporting.

We will only process "special categories of data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health or sex life where we either have your explicit consent, when it is needed in the public interest, or if we are legally required to do so.

## Data Protection Principles

We will comply with the six data protection principles in the GDPR, which say that personal data must be:

1. processed fairly and lawfully and in a transparent manner;
2. collected for specified, explicit and legitimate purposes and processed in accordance with such purposes;
3. adequate, relevant and not excessive for the purpose;
4. accurate;
5. not kept longer than necessary; and
6. processed in a way that protects the integrity and confidentiality of the personal data.

We shall ensure we can show that we have complied with the data protection principles.

## Sharing your Data

Dundee and Angus College may share your data with organisations in the following categories:

Authorised agencies of the Scottish Government (for example the Student Awards; Agency for Scotland (SAAS), Scottish Further and Higher Education Funding Council (SFC), Skills Development Scotland (SDS)); and  
Local Authorities (for example Angus Council, Dundee City Council, Fife Council and schools)

Any sharing of your data is done in the public interest in the area of Education and for archiving purposes in the public interest and for statistical purposes.

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations that we share data with.

## How long will we keep your Data for?

Your data will be kept in line with our Data Retention schedule which details how long we keep your application data. The retention period for applications is currently 7 years.

## Your Data Rights

You may have the following rights over your data, which are set out in the GDPR. These rights are not automatic and are dependent on the provisions of the GDPR. If you are unsure of your rights or wish to exercise any of your rights, you may contact the College's [Data Protection Officer](#).

You have rights to:

- Request access to your personal data;
- Request that we make corrections to your data if it is not accurate;
- Request that we erase your data (under certain circumstances as detailed in GDPR);
- Object to us processing your data or to ask us to stop processing your data (under certain circumstances);
- Withdraw consent for processing (only where consent is the lawful basis for processing your data);
- Complain to the Information Commissioner's Office;
- Know whether your data is collected to satisfy a statutory or contractual requirement and the consequences of you not providing personal data;
- Be told whether your data is used for automated decision making, including profiling, the logic involved and the consequences of the decision making (if appropriate); and
- Be told if processing beyond the original purpose of the collection of your data is to be carried out.

## Data Protection & Security

We will only process your personal data for the specific purpose or purposes notified to you in this document. Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you. We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed or updated. Please notify us if your personal details change or you become aware of inaccuracies in the personal data we hold about you. The College will process your data only in accordance with the GDPR, this Privacy Notice and in adherence to the College's Data Protection Policy other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

## Data Protection Officer

If you have any questions relating to your personal data, it's processing or your rights as a Data Subject, you should contact the College's Data Protection Officer in the first instance:

Data Protection Officer  
Dundee & Angus College  
Old Glamis Road  
DUNDEE  
DD3 8LE

<mailto:dataprotection@dundeeandangus.ac.uk>

Should you be unsatisfied or you believe that your data is not being processed in accordance with the Data Protection Act or the GDPR, you may complain to the Information Commissioner's Office (ICO). Further information, including contact details can be found on the ICO's website at <https://ico.org.uk/for-the-public/>.