Education Maintenance Allowance (EMA)
Privacy Notice for Further Education Students

This Privacy Notice explains how your personal information is used when you apply for or receive an Education Maintenance Allowance (EMA) through a Further Education (FE) college in Scotland.

'We' (your Further Education college) collect information from you to assess your eligibility for EMA and make payments where appropriate. Some of this information may also be shared other public bodies, such as Student Awards Agency Scotland (SAAS), to fulfil their statutory functions and responsibilities.

1. Why do we need your personal information?

We collect your personal information for the following purposes:

• assessing eligibility for EMA;

• administering and pay EMA;

• managing and protecting public funds;

• preventing fraud and error;

• meeting legal, audit and accountability obligations;

• monitoring uptake and expenditure of EMA;

• supporting policy development;

• producing official statistics.

If you do not provide the required information, EMA may not be payable.

2. What information do we use?

We collect information directly from you during the EMA application process.

Version: 1.0

17/08/26

Personal Details

• name;

• date of birth;

• sex.

Education Information

• college matriculation or student number;

• SQA candidate number (where available);

• course or programme information;

• attendance information.

Contact Information

• Home postcode

Financial and Eligibility Information

• household income information;

• EMA entitlement information;

• payment information.

3. What is the lawful basis for using your information?

UK GDPR Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

This processing is carried out under legislation including:

• The Student Support (Scotland) Regulations 2022;

• The Education (Access Funds) (Scotland) Regulations 1990

Where special category information is processed, this is carried out under:

• UK GDPR Article 9(2)(g); and

• Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018.

4. Who do we share your information with?

We may share information, where necessary and lawful, with categories of organisations including:

- Scottish Government;
- SAAS;
- organisations involved in the administration of student support;
- audit, assurance and regulatory bodies;
- other organisations where sharing is required or permitted by law.

We will only share the minimum information necessary for the relevant purpose and apply appropriate safeguards to protect personal information.

Your personal information is never sold or used for commercial marketing purposes.

5. International transfers

We do not routinely transfer your personal information outside of the UK.

If circumstances change and an international transfer becomes necessary, appropriate safeguards will be implemented, as required by UK Data Protection Legislation.

6. How long do we keep your information?

We retain your personal information for only as long as required to achieve the purposes set out in this Privacy Notice, and in accordance with our statutory and legal obligations.

For further information about retention arrangements, please contact dataprotection@dundeeandangus.ac.uk

7. How do we keep your information secure?

We apply appropriate technical and organisational measures to protect your personal information.

Only authorised individuals are permitted to access EMA information where this is necessary for their role.

Version: 1.0

17/08/26

8. Your rights

Under UK data protection law you have a number of rights, including:

• the right to access your personal information;

• the right to have inaccurate information corrected;

• the right to request erasure of your data, or restriction of processing in certain circumstances;

• the right to object to processing where applicable;

• the right to complain to the Information Commissioner's Office (ICO).

You may exercise your rights by contacting us, using the Contact Details below.

For further information on your rights as a data subject, please visit Your data protection rights | ICO

9. Contact Details

Data Protection Contact:

Ellen Paterson, Data Protection Officer, dataprotection@dundeeandangus.ac.uk.

10. Complaints

If you are unhappy with how your information has been used, you should contact us in the first instance using the details above.

You also have the right to complain to the:

Information Commissioner's Office (ICO)

Website: https://ico.org.uk

11. Further Information

Further information about how we process personal information can be found at the College's data protection SharePoint site.

Version: 1.0

17/08/26