

Fife College Privacy Notice (Commercial Clients)

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Who we are

Fife College, established under the Further and Higher Education (Scotland) Act 1992, with its registered office address as Pittsburgh Road, Dunfermline KY11 8DY is registered with the Information Commissioner's Office, registered number Z8522159.

Information we collect

Your information is collected and stored by Fife College on computer systems and on other structured filing systems when you make contact with us via our website, make an enquiry through email or telephone, subscribe to one of our email newsletters, book on to one of our courses, enrol on an accredited qualification or register for a place at one of our events.

This will include some or all of the following, where appropriate:

- Personal contact details including your name, address, telephone number, email address
- Date of birth
- Gender
- Employer details
- Bank account details
- National insurance number (Modern Apprenticeship students only)
- Previous education, qualifications and employment history
- Course registration
- Assessment information related to your course
- Appeals and complaints
- Financial information (to support the funding of your course)

- CCTV footage

Where required, we may also collect, store and use the following “special categories” of sensitive personal information:

- Your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including health and sickness records and personal support / additional needs plans
- Information about criminal convictions and offences (PVG/Disclosure Scotland)

Using your information

We will only use your personal information when the law allows us to do so. We will use your personal information in the following circumstances:

- To deliver the contract we have entered into with you
- To comply with a legal obligation
- Where it is necessary for our legitimate interest (or those of a third party) and your interests and fundamental rights do not override those interests
- Where it is needed in the public interest

The situations in which we will process your personal data are listed below:

- To update and enhance your records held by Fife College
- To respond to your enquiries and provide you with support
- To make a booking or enrol you on a course
- To fulfil our contract with you
- To ensure you receive any financial entitlement you may have
- To give you results for assessments and exams, and provide you with certification for successful completion
- To market our products and services
- To perform statistical analysis for internal and external research purposes and equal opportunities monitoring
- To prevent fraud

Storing your information

The information that you submit will be kept confidential and stored safely by Fife College, within our secure online records system and on other structured filing systems, under strictly regulated conditions in accordance with Data Protection legislation.

We will retain your data only for as long as we have a relevant reason for doing so, and it will thereafter be securely destroyed. For more information about retention periods, please follow the link below to read a copy of our document retention guide:

[Document Retention Guide](#)

Sharing your information

For the purposes of providing our products and services to you, and in order to discharge our legal and contractual responsibilities, where appropriate, we may share your personal information with, and obtain information about you, from:

- **Your employer** – we will share relevant information relating to your studies with your employer, if they are financing your qualification
- **Funding Bodies** – if you are receiving funding for your course
- **Relevant training and employment establishments**
- **Other service providers and third parties who we use to provide our services**
- **Home Office** – for International Students
- **Awarding Bodies** – if you are undertaking an accredited qualification, we are required to share your details with the relevant Awarding Body, to enable you to proceed with your accreditation. A full list of all Awarding Bodies can be viewed by following the link below:

[Fife College Awarding Bodies List](#)

Marketing

Any personal information supplied by you to Fife College may be used for the following purposes:

- Updating and enhancing your records held by Fife College
- Defining areas of interest to you and improving our communications with you to meet your training requirements
- Improving our website to meet users' requirements and improve user experience
- Advising you of other products and services offered by Andrew Carnegie Business School, Carnegie Conference Centre, Fife College Training and Development or Adam Smith Foundation that may be of interest to you. We will only send you marketing information by email if we have your active consent to do so and you can opt-out at any time, if you do not wish to receive this marketing information.

To opt-out of receiving marketing information by email from Fife College about Andrew Carnegie Business School, Fife College Training and Development, Carnegie Conference Centre or Adam Smith Foundation, you can click the **unsubscribe** link at the bottom of all of our promotional email communications or contact our Sales Team sales@fife.ac.uk stating **Email Unsubscribe** in the title of your enquiry.

Your rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, follow the link below to read a copy of our policy:

[Data Protection: Your Rights](#)

Changes to this Privacy Notice

Fife College reserves the right to modify and update this privacy notice at any time. It will be published on our website and we therefore suggest you check it from time to time.

Data Protection Officer

If you have any concerns about how your data is being processed, or about exercising your rights, you should contact:

Marianne Philp
Data Protection Officer
Fife College
Pittsburgh Road
Dunfermline
Fife KY11 8DY

email: mariannephilp@fife.ac.uk

Tel: 0344 248 0115

The Data Protection Officer has a responsibility to ensure that the College is complying with data protection laws and would like to know of any areas of concern so these can be rectified if appropriate.