Fife College Privacy Notice (Students)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, is registered with the Information Commission's Office, registered number Z8522159.

What Information do we collect about you?

The information we collect about you when you apply for or enrol on a course on paper or using our online services will be used for the purposes of meeting the requirements of your learner journey at Fife College and will be stored on our student records system and on other structured filing systems. This will include some or all of the following:

- Personal contact details including your name, address, telephone number, email address
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- Information about any additional support or medical needs (where relevant to support you while in College)
- Employer details (where your employer is paying your fees)
- School details
- National insurance number (Modern Apprenticeship students only)
- Bank account details
- Previous education, qualifications and employment history
- Course and unit registration
- Student number
- Qualifications Scotland candidate number (where applicable)
- Assessment information related to your course
- Disciplinary information
- Appeals and complaints
- Attendance data
- Financial information (to support the funding of your course or expenses, may include details of household income for eligibility assessment and payments)
- Your photograph (for your student matriculation/National Entitlement card)
- CCTV footage

We may also collect, store and use the following 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, offences and legal orders.

Fife College

Providing Information to the College

The College requires this information in order to enrol you as a student and if you fail to provide some information timeously, the College may not be able to fulfil its contractual obligations to you.

It is essential that you notify the college of any changes to your details during the period you are studying with us.

How we Use Your Information and Our Legal Bases

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.

Purpose	Legal Bases
Academic purposes (including teaching, learning and support services), fees and funding, library and ICT. • Making a decision about your application for a course • Enrolling you on a course • Administering the enrolment we have entered into with you • Student ID cards/National Entitlement Cards • Maintaining student records (to ensure we have the correct data for current students) • Sharing with awarding bodies for registration, resulting and certification • Identifying your fee status • Administering and collecting payment of course fees from you, or an employer • Assessing your entitlement to student support payments and ensuring you can receive any financial entitlement you may have (including payment of fees, bursary, Education Maintenance Allowance (EMA), travel, rent, childcare and hardship) • Administering and collecting payments for use of college resources and over payment of any student support funds • Communicating with you in connection with administrative and financial services • Giving you access to learning and teaching tools and monitoring use. This includes library resources and services, ICT and information services such as email, Microsoft Teams, Office 365 and the Virtual Learning Environment	Use is necessary as part of your enrolment contract or for steps towards entering into an enrolment contract. Use is necessary for a task carried out in the public interest to fulfil our responsibilities as a regional college under the Post 16 Education (Scotland) Act 2013 and Higher Education (Scotland) Act 2005. Use is necessary for a task carried out in the public interest to fulfil our responsibilities under legislation including The Student Support (Scotland) Regulations 2022 and The Education (Access Funds) (Scotland) Regulations 1990. 'Special category data' may be processed where this is in the substantial public interest, proportionate and authorised by law.

• Giving you results for assessments and exams and certificates for successful completion of units and courses • Using awarding body test platforms • Recording your attendance • Collecting information about your behaviour where it is considered not to be in accordance with our Positive Behaviour Policy • Allowing you to participate in Fife College Students' Association activity • Inviting you to participate in graduation • Making decisions about your progression to other courses • Providing advice and support to you, including careers guidance and information about educational programmes and services • Communicating with you about learning, teaching, student support, graduation (and FE awards events) • Seeking your feedback on our courses • Dealing with appeals, complaints and disciplinary matters promptly and fairly. • Ensuring network and information security, including preventing unauthorised access to our computer and electronic communications systems • Ensuring rigorous academic standards (e.g. checking work for originality and ensuring the correct information is present for examination boards).	Legal obligations concerning Students' Association Activity in Further and Higher Education (Scotland) Act 1992 and Education Act 1994. Use is necessary in the College's legitimate interests where a legitimate interests assessment has been undertaken to balance the needs of the College and the needs of Students. Use is necessary under the College's legitimate interests to seek feedback about the services it offers in order to make improvements in the future. Participation is optional.
Further Legal Obligations • Dealing with complaints or legal disputes involving you or other students, staff or contractors including accidents • Complying with health and safety obligations • Providing additional support services for those who wish to receive it, including disability services and any reasonable adjustments required under Equalities legislation • Fulfilling statutory obligations related to disability, protected characteristics and other priority groups • Providing support and making a risk assessment based on the disclosure of a legal order connected with a criminal conviction	Legal obligations under Scottish Public Services Ombudsman Act 2002; The Health & Safety at Work Act 1974; and civil legislation/insurance purposes. 'Special category data' may be processed where this is in the substantial public interest, proportionate and authorised by law. Health and disability information is processed under the Equality Act 2010. Safeguarding of individuals who may be at risk and safeguarding of the College community.

• Carrying out PVG checks for students on placements in childcare settings or working with vulnerable adults • To protect your vital interests or those of someone else e.g. in an emergency situation • Preventing and detecting fraud.	Criminal convictions data for student placements is processed under the Protection of Vulnerable Groups (Scotland) Act 2007. Information may be processed where it is in the vital interests of individuals and they are unable to give consent. Legal obligation under The Data Protection Act 2018 Schedule 1, Part 2, section 10 the preventing and detecting of unlawful acts.
Statistics • Statistical Analysis for internal and external research purposes and equal opportunities monitoring, including statutory Further Education Statistical (FES) returns to Scottish Funding Council (SFC) and other external bodies, such as the Scottish Government.	Legal obligations include the return of statistical data and reports to government agencies and funding bodies to show that the College is fulfilling its funding duties and meeting appropriate standards. Use is necessary for a task carried out in the public interest to fulfil our responsibilities as a regional college under the Post 16 Education (Scotland) Act 2013 and Higher Education (Scotland) Act 2005. Legal obligation under The Equality Act 2010. Some 'special category data' (e.g. ethnicity, sexual orientation, race) is collected to carry out statistical analysis to ensure the College is advancing equality of opportunity and treatment for all student groups. This enables the college to meet its duties under the Equality Act 2010. The Data Protection Act 2018 also allows the processing of your information for this purpose where you have chosen to provide this data). Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.
Marketing • Contacting you about activities and wider opportunities that may be of interest • Using your image or information about you as part of a promotion. Publication of your information may include information being passed to third parties	You have given consent. This is where you have asked us to send you information about activities and wider opportunities by email.

or displayed on social media, with data being held in a different international country (outside the UK and the EU) where it is not subject to the same protections in law • Market Research.	You have given consent for your information to be used for promotional purposes. Use is necessary in the College's legitimate interests to approach you for consent to participate in Market Research.

The lists in the table above are not exhaustive but indicate the main purposes for which the College will process your personal data. Personal information may be used for a number of purposes, for which there may be several justifications. However, we will only use your data for the purpose(s) for which it was collected and any purposes that are compatible with that original purpose. If we need to use your personal information for any other unrelated purpose, we will notify you and explain the legal basis for this additional processing.

Retention

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. A copy of our document retention guide is available upon request (dpo@fife.ac.uk).

Data Sharing

Sharing information between partner agencies ensures integrated service provision which provides a positive contribution to the safety and well-being of our students.

We may share your personal information with, and obtain information about you, from:

- Awarding Bodies – including Qualifications Scotland (QS), City and Guilds. A full list of Awarding Bodies is available upon request
- Scottish Government and their agencies, including Scottish Funding Council (SFC), Skills Development Scotland (SDS) and Home Office (International Students only). Statistical personal information will be shared with the SFC to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the SFC use your personal data please see their FE student privacy notice on their website [SFC Privacy Notices].
- National Entitlement Card (NEC)
- Disclosure Scotland
- Police Scotland
- Fife Council – including Schools
- Funding bodies – including Students Award Agency Scotland (SAAS) and Students Loan Company (SLC). For more information on how SAAS uses your personal data please see their student privacy statement on their website [SAAS Student Privacy Statement].
- Relevant training and employment establishments, including Universities (if you are on a degree course or wish to articulate with one of our university partners or to enable you to access one of their learning systems); or your employer where they are paying your fees
- Other Service providers and third parties who we use to provide our services, including Childcare providers and landlords (where we are paying your costs or a contribution towards them) or the Adam Smith Foundation (where their services may be of interest to you in relation to your studies)

- Survey providers who may be asked to undertake student surveys on behalf of the College
- Other Service providers and third parties who provide services in the field of Learning Technology tools such as similarity/plagiarism checking, portfolio compilation, format conversion, communication distribution and access to further learning resources
- Organisations involved in the administration of student support.
- Audit, assurance and regulatory bodies

We will share and obtain personal information

- For the purposes described in “How we will use your information” above
- To enable us to perform our functions as an education provider and discharge our legal and contractual responsibilities
- Where we consider there is a legitimate interest to do so
- Where we have consent and this is an appropriate legal basis

Restricted International Data Transfers

Some of the Learning Technology and Learner Analytics tools used by the College involve the transfer of personal data outside the UK to countries which are not covered by a UK data adequacy decision.

The College currently uses the following services which involve restricted international data transfers:

Name of Service	**Purpose**	**Country of Data Transfer**	**Mechanism allowing transfer**
Turnitin	Pre-submission check of coursework for similarity with other published work	US	UK Extension to the EU-US Data Privacy Framework
ClickView	Platform for video resources	Australia	International Data Transfer Agreement
Cisco Networking Academy	Platform for learning resources	Various locations of Cisco group companies; US	UK Binding Corporate Rules UK Extension to the EU-US Data Privacy Framework
YuJa Panorama	Accessibility tool and supporting services for the production and revision of learning materials	US	UK Extension to the EU-US Data Privacy Framework

Your Rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, please see our Data Protection: Your Rights information leaflet.

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 dpo@fife.ac.uk.