Fife College

Fife College Privacy Notice (Commercial Clients)

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?

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 (in public areas where CCTV is in place for security reasons)

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)

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
• 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	Use is necessary as part of your client contract or for steps towards entering into a 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. Legal obligations include the return of

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• To allow you to use awarding body test platforms • To give you results for assessments and exams, and provide you with certification for successful completion	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 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 others.
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. • To protect your vital interests or those of someone else e.g. in an emergency situation. • Preventing and detecting fraud	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. 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,	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

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	purposes in the public interest, or scientific and historical research purposes or statistical purposes.
Marketing • 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 • Marketing our products and services • 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 Scholarships 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. • Business contact details are stored in our Client Relationship Management System.	Use is necessary in the College's legitimate interests which have been balanced against your needs. You have given consent. This is where you have asked us to send you information about activities and wider opportunities by email.
To opt-out of receiving marketing information by email from Fife College about Andrew Carnegie Business School, Fife College Training and Development, Carnegie ConferenceCentre or Adam Smith Foundation, you can click the **unsubscribe** link at the bottom of allof our promotional email communications or contact our Sales Team sales@fife.ac.uk stating **Email Unsubscribe** in the title of your enquiry.	

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.

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

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will thereafter be securely destroyed. A copy of our document retention guide is available upon request (dpo@fife.ac.uk).

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 Awarding Bodies is available upon request

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 dpo@fife.ac.uk.

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