Fife College Privacy Notice (Access to Information)

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.

This privacy notice relates to the following process:

Requesting information under data protection law, the Freedom of Information (Scotland) Act or Environmental Information Regulations.

What information do we collect about you?

We collect:

- Your name
- Your contact details
- Details of your request
- Copies of ID (where necessary to verify your identity).

Information about your request will be kept in an electronic case file.

Why do we collect information about you?

We collect and use your information for the following purposes:

- to communicate with you about your request
- to seek clarification
- to verify your identity (where necessary)
- to locate and provide you with the information you have asked for.

Data Sharing

We may share your information with the appropriate regulatory body should you make a complaint or an appeal in relation to your request:

• Information Commission's Office (ICO)
• Office of the Scottish Information Commissioner (OSIC)

We may publish responses to FOI and EIR requests. Personal information will be removed before publication.

Our Legal Basis

Use is necessary for us to comply with a legal obligation. The College has statutory duties under data protection law, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to respond to requests for information. The College can only fulfil these duties by processing your personal information.

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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).

Records of Data Protection Rights Requests are generally kept for a year following the completion of the request. In some cases they may be held for a longer period of time, if there are follow up actions or a complaint in relation to a request.

Requests for information under the Freedom of Information (Scotland) Act or Environmental Information Regulations are generally kept for 6 years following the last action on the case.

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.

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