Fife College Privacy Notice (Students)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, withits registered office address as Pittsburgh Road, Dunfermline KY11 8DY is registered with the Information Commissioner'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 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 supportyou while in College)
- Employer details (where your employer is paying your fees)
- School details (School College Partnership students only)
- National insurance number (Modern Apprenticeship students only)
- Bank account details (student funding applications only)
- Previous education, qualifications and employment history
- Course and unit registration
- Assessment information related to your course
- Appeals, complaints and behavioural records
- Attendance data
- Financial information (to support the funding of your course or expenses)
- Your photograph (for your student matriculation card)
- CCTV footage (in public areas where CCTV is in place for security reasons)

We may also collect, store and use the following "special categories" of sensitive personal information:

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

If you are care experienced or are a young carer we invite you to disclose this during application and enrolment in order that we can provide you with relevant support.

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?

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 perform the contract we have entered into with you and to offer you any relevant support, services or opportunities that may be available
- 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 we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest.

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

- Making a decision about your application for a course
- Enrolling you on a course
- Administering the contract we have entered into with you
- Ensuring you can receive any financial entitlement you may have (including payment of fees, bursary, EMA, travel, rent, childcare and hardship)
- Enabling you to participate in Fife College Students' Association activity
- Making decisions about any Scholarship Awards you may apply for
- Giving you results for assessments and exams and certificates for successful completion of units and courses
- Inviting you to participate in graduation
- Making decisions about your progression to other courses
- Recording your attendance
- Inviting you to complete student surveys and questionnaires
- Collecting information about your behaviour where it is considered not to be in accordance with our code of conduct
- Dealing with legal disputes involving you or other students, staff or contractors including accidents
- Complying with health and safety obligations
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems
- Statistical Analysis for internal and external research purposes and equal opportunities monitoring
- To prevent fraud

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. For more information about retention periods, please see our document retention policy.

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 SQA, 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)
- Fife Council – including Schools
- Funding bodies – including Students Award Agency Scotland (SAAS) and Students Loan Company (SLC)
- 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 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)
- SocialOptic (or any other such provider) who may be asked to undertake student surveys on behalf of the College

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

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:

The Data Protection Officer
Fife College
Pittsburgh Road
Dunfermline
Fife KY11 8DY

email: dpo@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.

You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.