Newbattle Abbey College
Colaiste Abaid a'Bhatail Nuaidh

STUDENT PRIVACY NOTICE

Student Applications and Enrolments
This privacy notice provides you with information about us, why we collect information from you, what we do with the information we collect from you, who we share your information with and your rights in relation to that information under Data Protection legislation and related guidance. We may update this notice from time to time.

What data do we collect and why?
When we process your personal data, we are fulfilling our obligations as a College and as a public authority in the provision of Education in the public interest, the requirements of the Education (Scotland) Act 1980 and in order to comply with other legislation, for example, the Equality Act 2010. Processing has a wide definition but includes collect, store, use and share.

"Personal data" means any information we hold about you from which you can be identified or may be identifiable. It may include contact details, other personal information, photographs, IP addresses, expressions of opinion about you or indications as to our intentions about you.

Student Applications
When you apply to be a student at Newbattle Abbey College, we collect personal information about you to enable us to process your application fairly, transparently and accurately. We will collect your personal information to assist in the process of applying for a course and to ensure that we give your application fair and equal consideration.

We will only collect the minimum of your personal information necessary to process the application. Categories of data collected are:

- identifying information
- authentication information
- contact information
- communication information
- professional and public life information
- preference and personal history information
- health information
- ethnicity and demographic information
- knowledge and personal beliefs
- physical characteristics information
- criminal activity information
- financial account, ownership and transactional information

We collect data from you, which we will use to communicate with you about the progress of your application, to provide essential information about funding or to request more information from you. We will use your data to assess your application against the entry requirements of the course(s) you have applied for. For some courses, we are required by law to collect information to carry out additional checks such as Protecting Vulnerable Groups (PVG) checks and to seek declarations of criminal convictions.

Data provided in the application process will be used for statistical purposes and will be anonymised. It will also be used in an anonymised form for archiving purposes in the public interest.

We will also collect personal data from you in order to assess and process applications for student funding, including transport and additional support arrangements where appropriate.
You can see how we will share your data later in this document.

Student Enrolments
When you enrol in a course, we collect updated personal information about you. This is so that we can deliver your education, communicate with you, and monitor attendance and progress in your course(s).

Categories of data collected are:

- identifying information
- authentication information
- contact information
- communication information
- professional and public life information
- preference and personal history information
- health information
- ethnicity and demographic information
- knowledge and personal beliefs
- physical characteristics information
- criminal activity information
- financial account, ownership and transactional information

For example, we will use your personal data to:

- verify your identity
- enrol you in your course
- timetable your classes
- process your funding
- communicate with relevant awarding bodies
- liaise with placement providers
- assess progress, and
- perform other activities directly related to your course such as personal protective equipment, ID photos, funding and payment including debt recovery.

We will process your personal data where processing is necessary to comply with legal obligations. We will process your personal data where we need to protect your interests (or someone else's interest), for example where there is a health incident and securing help for an individual's interests, or where it is needed in the public interest or for official purposes.

We may process “special categories of data” in order to comply with legal requirements, such as considering if we need to make appropriate adjustments during your course in relation to any disabilities. We may also process information relating to your health to monitor absences and to provide you with support if required.

We will only process "special categories of data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health or sex life where we either have your explicit consent, when it is needed in the public interest, or if we are legally required to do so. For example, we are required to collect Equality Monitoring Information however we make it clear at the point of collection that you have the option to tell us you would prefer not to say.

We provide additional services to students including Student Support and Wellbeing. When you access these services, we will collect and process your information only as far as it is necessary to provide them, and we will explain this at the time.

After you complete your course, we use your details to enable us to process Awards and arrange graduations. We will contact full-time students to gather information on their destinations after they have left their course if they wish to provide this information.

Sharing your data
We may share your data with organisations in the following categories:

- The Scottish Government, the Student Awards Agency for Scotland (SAAS), Scottish Further and Higher Education Funding Council (SFC), Skills Development Scotland (SDS)
- College auditors
- Government agencies where we have a legal obligation to comply with the Equality Act 2010
- Local Authorities (for example Midlothian Council and schools)
- Transport Providers, to facilitate transport arrangements
- Awarding bodies including Qualifications Scotland etc
- Authorised partners of the College - specifically in relation to the provision of education and/or support services for learning.

Any sharing of your data is done in the public interest in the area of Education and for archiving purposes in the public interest and for statistical purposes.

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations that we share data with and ensuring the organisations meet certain security requirements, e.g. encryption.

We do not use your information for marketing purposes unless we have specifically asked you and you have provided specific consent. For example, we may ask you at

enrolment if we can contact you when you complete your course about our Alumni Association, but you can choose not to consent to this.

Keeping your data
We will keep your data only for so long as is necessary, in line with our Retention and Disposal Schedule.

Your data rights

Under Data Protection laws you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

In addition, the following rights apply in certain circumstances:

- The right to withdraw consent at any time (if consent is our lawful basis for processing your data)
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision making including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance at DPO@nac.ac.uk

Complaints to the regulator

If you are dissatisfied with the response from the College you have the right to lodge a complaint with the Information Commission about the handling of your data. You can do this on their website at www.ico.org.uk