

NEWBATTLE ABBEY COLLEGE

PRIVACY AND COOKIE 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 enroll 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
- enroll 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)
- Local Authorities (for example Midlothian Council and schools)
- Transport Providers, to facilitate transport arrangements
- Awarding bodies including the Scottish Qualifications Authority (SQA) etc

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

You have rights over your data under Data Protection legislation. You can find more detail on your rights and how to exercise, them later in this document.

Cookie Policy

This site uses cookies.

Some of these cookies are essential, while others help us improve your experience by providing insights into how the site is being used.

A cookie is a small text file which is placed on your computer or mobile device by your web browser when you access a website. Cookies store information such as user preferences, to allow web applications to offer you a personalised experience and allow us to monitor which pages users find useful so we can improve your website experience.

This statement aims to provide you with information on what cookies are how we use them and how to accept or reject them.

Necessary cookies enable core functionality when applying for courses. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.

About Cookies

There are two different types of cookies:

Session Cookies: These are created temporarily when a user visits a website. Once the user closes the browser the cookie is deleted.

Persistent Cookies: This type of cookie remains on the user's device for a certain period of time. The cookie is re-activated when the user returns to the website that set that particular cookie. These cookies can be removed manually.

The UK International Chamber of Commerce categorises cookies as:

- **Strictly necessary cookies:** These cookies are essential in order to enable you to move around a website and use its features, such as accessing secure areas of the website.
- **Performance cookies:** These cookies collect information about visitors use of a website to help improve the performance of the site, for instance, which pages visitors go to most often. These cookies are anonymous and do not collect personal data that could identify a visitor.
- **Functionality cookies:** These cookies provide an enhanced, more personalized experience by storing your preferences such as username or region you are in.
- **Targeting/advertising cookies:** These cookies are used to deliver targeted adverts more relevant to you and your interests.

No information from cookies can be traced to an individual person and the cookie only relates to activity on your website.

The information cannot be used for marketing on an individual basis and does not compromise the security of your device.

Find out more about Cookies at: <https://www.aboutcookies.org/>

This web site explains how you can delete and control the cookies that are stored on your computer.

Newbattle Abbey College Cookies

Google Analytics

Newbattle Abbey College uses Google Analytics to track how our website is being used. This enables us to improve the website to better meet the needs of users.

Cookie Names:

Google Analytics cookies are present on every page on the website and store information such as the location of the user, how they found the site (search engine, direct link etc), what pages they have visited and how long they have spent on the site.

This information is anonymous and cannot be traced to an individual.

Share This Content

Users can share information on our website the various social media through the “Share this Content” toolbar.

Cookie Name _atuvc

The atuvc cookie is created and read by the AddThis social sharing site JavaScript on the client side in order to make sure the user sees the updated count if they share a page and return to it before our share count cache is updated. No data from that cookie is sent back to the AddThis and removing it when disabling cookies would cause unexpected behaviour for users.

Website Accessibility

Users can use the website accessibility features to change the font size, background colour and text colour of pages on the website. This allows for better readability of the website.

Cookies Names: _ecad, _ecbgc, _ectc, _ecfs

These cookies are used to ensure that any changes made are present on all pages of the website. As such, these cookies are present on all pages but only if the user has specified a custom setting.

Previously Viewed Courses

Users can see their previously visited courses on the right hand side of any course pages.

Cookie Name: _ecrv

This provides the user with the ability to quickly navigate to one of up to the last three courses that they have viewed on the website. This cookies in only used on Courses Pages.

Managing Cookies

If you would prefer cookies not to store data or would like to manage individual cookies, you can do this through your web browser.

For more information on legislation regarding cookies, download the Information Commissioner's Office Guidelines (PDF).