Privacy and Cookie Policy

How we will use the information you have provided

<u>Processing your application</u>
When you apply
You will receive an automatic e-mail acknowledgement from Newbattle Abbey College. Your application will be scored on the basis of your educational details and your information in support of your application.

Recruitment courses
If you meet the entry criteria and places are still available, you will be offered a place on the course by e-mail (you will receive e-mail and text reminders to remind you to accept your offer).   If you have received a conditional offer, the college will confirm your place once we have checked the conditions of the offer have been met.
If you do not meet the entry requirements, we will contact you by e-mail or telephone to discuss other courses (if places are still available).

Selection courses
If you meet the entry criteria and places are still available, you will be invited to attend an interview or an information session by e-mail (this will be followed by a text reminder). Your personal information will be reviewed by academic staff (this will not include equal opportunities data).

If you are successful at interview stage, you will be offered a place by e-mail (you will receive e-mail and text reminders to remind you to accept your offer).   If you have received a conditional offer, the college will confirm your place once we have checked the conditions of the offer have been met.

If you are unsuccessful at interview stage, the college will contact you by e-mail or telephone to discuss other courses (if places are still available).

When you accept an offer of a place on a course
The college will e-mail you a copy of your timetable and information on how to register for your course from home.   Before starting your course you will receive an e-mail inviting you to attend a welcome session at the college (this will be followed by a text message reminder).

If your course requires you to have a Protecting Vulnerable Groups (PVG) check, we will contact you by e-mail to invite you to attend a drop-in session to complete an application and provide residency and proof-of-identification information.   This will be shared with Disclosure Scotland.

<u>Student Funding Team</u>
When you apply

The college's Student Funding team will review your application and use the information provided about your education, location and personal circumstances to consider whether you are eligible for student funding support.

When you accept an offer of a place on a course
A funding application will become available automatically on the EMA/Bursary section of the application website.

You will receive an e-mail asking you for documentary evidence to support your funding application.   This e-mail will give you instructions on how to supply this to the college.

The college will check all necessary documentary evidence has been provided.   When this is complete the Student Funding team will assess your application.

You will be contacted if further information is required.   When all necessary documentation has been supplied you will receive notification of whether your application has been successful or not by letter or e-mail (as you've told us in your application) and instructions on what to do next.

If you have accepted a place on an FE course and have dependent children
You will also have the opportunity to apply for childcare funding, in the same way as above.

Student Support
When you apply
If you have told us in this application that you would like to receive more information on learning support available for students who may need extra support in their studies, you will receive an e-mail with information about the support the college can provide and how to contact us.

When you accept a place
If you have said yes to any of the questions about care experience or disability our Student Support team will contact you by e-mail (or telephone or text message) with further information on the support services available at college and how you can contact us.

Payment of course fees (full-time higher education course)
If you have applied to SAAS (full-time higher education course)
If you are not successful in your application to SAAS you will be required to pay your course fees and provide certain bank details to the college.

Part-time courses (and part-time SAAS)
If you are given a provisional offer on a part-time course you will need to consider how you are going to pay your course fees.   If you are paying your own fees you will be required to provide your bank card details to make payment.   If your fees are being in part by SAAS you will need to provide your Individual Training Account.
If you are applied for an Individual Training Account to part pay your course fees you will need to provide the college with proof of income in the form of a P60 or your last 3 months' payslips.

Cookie Policy
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 statements aims to provide you with information on what cookies are, how we use them and how to accept or reject them.

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 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 personalised 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.

Please visit www.allaboutcookies.org for further information about cookies.

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.

Cookie 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 cookie is only used on Course 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.

Click on the links below for more information on the most popular browsers:
Google Chrome
Microsoft Internet Explorer
Mozilla Firefox
Apple Safari
Opera
iOS
Android
Blackberry®

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