

Privacy Notice – For Student Application Process

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

Your privacy and trust are very important to us and this Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Data Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer dataprotection@ayrshire.ac.uk

This privacy notice relates to the following process: Student Applications

When you apply to the College we collect personal information or 'data' about you. We use this personal information in different ways and this document explains what information we use, how we use it and what we do with it when we don't need it anymore. We have a legal obligation to explain this to you.

Ayrshire College operates a combined application and enrolment process. This means that we collect all personal data required for application and enrolment at the same time so you only provide your information to us once. If you are offered a place on a course and accept the offer, information you provide in your application form will be pre-populated into your student record.

The application/enrolment process must be completed before, or at the start of, each course of study. This process applies to applications for full-time courses. It also applies to course bookings for part-time and evening courses.

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Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

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Application

This is where you make an application to study on one of our courses. You provide personal information so we can assess whether your application should be successful. Your data will be securely stored in the student records system (UNIT-e).

Applicant data is collected in the following ways when you:

- Apply directly to the College using our online application form, which creates an applicant record on UNIT-e;
- Register your interest by email, when the course you have applied for is full.

Enrolment

If your application is successful and you then accept an offer you enter into a contract with the College. This is where you confirm your enrolment on the course with us. If you have applied for a full-time course you will be invited to an Induction / Enrolment session where you will be asked to confirm or edit data collected at application (or previous enrolments) and agree to the terms and conditions of enrolment at Ayrshire College. There is a separate privacy notice for Enrolment.

Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

Your personal information will be used for the following purposes as part of the Application process:

Purpose 1 - Academic purposes, including teaching, learning and support services

We collect and use your information to:

- Identify and contact you about the course you have applied for;
- Assess your eligibility to be offered a place against course entry criteria; and offer a place where appropriate (some courses will require you to attend an interview);
- Offer you an alternative place when your preferred course is full;
- Maintain applicant records (to ensure we have the correct data for prospective students);
- Communicate with you about interview (where applicable);
- Invite you to a Registration event; and
- Provide the essential information you will need to begin your course of study.

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Purpose 2 – Student support

We collect and use your information to:

- Provide additional support services for those who wish to receive it, including disability services and any reasonable adjustments required under Equalities legislation.
 - The application form gives you the opportunity to tell us about any additional support need(s) you may have. The Inclusive Learning Team contacts applicants who indicate additional support need to provide them with information about learning support available. This information is not used in any selection or allocation process.
- Fulfil statutory obligations related to disability, protected characteristics and other priority groups.
 - The College analyses student applications, including by key protected characteristic groups (including age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender; and sexual orientation) to plan and improve its services and curriculum offering. Analysing applications by key protected characteristic groups forms part of the College's responsibilities under the Public Sector Equality Duty, part of the Equality Act 2010. This information (where you choose to supply it) will not be used in any selection or allocation process.

Purpose 3 – Fees & funding

We collect and use your information to:

- Identify your fee status;
- Communicate with you in connection with administrative and financial services;
- Assess your entitlement to student support payments (like Education Maintenance Allowances (EMAs), *Childcare Fund* payments, bursaries and discretionary funds) and make arrangements for the payment of these to you in the event you are successful. There is a separate privacy notice for Student Funding.

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Purpose 4 – Statutory returns & statistics

We collect and use your information to:

- Fulfil other administrative purposes, including carrying out internal statistical analysis and completing statutory Further Education Statistical (FES) returns to Scottish Funding Council (SFC) and other external bodies, such as the Scottish Government.

Purpose 5 – Library & ICT services

We collect and use your information to:

- Contact you for matriculation purposes so we can create your student card.

Purpose 6 – Marketing communications

For successful applicants, the College will collect and use your information to:

- Contact you about College activities and wider opportunities only where you have given consent.

Our lawful basis (reason) for processing your information is/are:

Public Task to achieve the following purposes:

Purpose 1 - Academic purposes

Purpose 2 - Student support

Purpose 3 - Fees & funding

Purpose 4 - Statutory & statistical returns

Purpose 5 - Library / ICT

Use is necessary to carry out our Public Task duties and responsibilities as a regional college under the Post 16 Education (Scotland) Act 2013 and Higher Education (Scotland) Act 2005.

Contract to achieve the following purposes:

Purpose 1 - Academic purposes

Purpose 2 - Student support

Purpose 3 - Fees & funding

Purpose 5 - Library / ICT

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Legal Obligation to achieve the following purposes:

Purpose 2 - Student support

Purpose 3 - Fees & funding

Purpose 4 - Statutory & statistical returns

Use is necessary for us to comply with a legal obligation. This is the return of statistical data and reports to satisfy various agencies that the College's academic standards and funding arrangements are sufficient and our obligations are being met.

Consent to achieve the following purposes:

Purpose 6 – Marketing communications

Where you have given consent for the use. This is where you have asked us to send information about College activities and wider opportunities by email.

This list is not intended to be exhaustive and personal information may be used for a number of purposes, for which there may be several justifications. However, we will only use your data for the purpose(s) for which it was collected and any purposes that are compatible with that original purpose. If we need to use your personal information for any other unrelated purpose, we will notify you and explain the legal basis for this additional processing.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

Use is necessary for carrying out obligations under substantial public interest Article 9(2)(g) - Equality and Diversity Act 2010

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What information do we collect about you?

For applicants, current and former students:

- Personal contact details, including address, email and telephone numbers
- Date of birth
- Information about your residency status, e.g. copies of Passport/Visa or other information required to verify your right to study in the UK
- Nationality, and English language skills
- National Insurance Number
- Education, qualifications and work history
- Equalities monitoring information, such as marital status and whether you are care experienced
- Personal Statement in support of your application
- Your photograph
- References

We also ask for some **‘special category data’**. This is personal information which is more sensitive. We will ask you about:

- Gender
- Sexual orientation
- Religious or other beliefs
- Ethnicity
- Disability and health data (including mental health and learning support)

This allows us to carry out statistical analysis to ensure we’re advancing equality of opportunity and treatment for all student groups. This enables the College to meet its duties under the Equality Act 2010. You are not obliged to provide this special category information. If you choose to withhold this information this will not have any negative impact on the outcome of your course application.

If your course of study requires you to be subject to a PVG check we will collect further details relating to **‘criminal convictions data’** directly from you, once you have accepted an offer.

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For current and former students only:

- Unit and Course Enrolment Data
- Assessment Information and course work
- Attendance data
- Personal Learning Support Plans
- Financial Information needed to assess eligibility for fee waiver, bursaries, EMA etc.
- Complaints and Appeals
- Disciplinary information related to the Student Disciplinary Policy
- For students undertaking a placement with children and / or vulnerable groups only - Criminal Conviction Information (including PVG Certificates and any related information)
- Health and Safety Information
- Information related to your use of the College's IT systems, including login details
- CCTV footage (as a campus user).

The above lists are not exhaustive but are indicative of the main types of personal information processed by the College about you.

How do we collect it?

Your personal information is collected when you enquire about our services in person, on the phone or via email.

Most of the information above will have been provided to the College by you and will have been collected through the application/enrolment process.

Some information, such as references, will have been provided by named contacts that you have given to the College. Other information may be provided to us by relevant third parties, such as medical professionals, the Student Awards Agency for Scotland (SAAS) or Disclosure Scotland.

You are contractually obliged to provide your information for the purpose of applying for a place on a course at Ayrshire College.

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If you were to withhold the information we require for this process, the consequences would be:

We would not be able to process your application or provide access to other College services.

You are not obliged to provide the special category information listed above. If you choose to withhold this information this will not have any negative impact on the outcome of your course application. However if you choose not to disclose that you have a disability we will be unable to provide any reasonable adjustments required.

Who do we share your information with?

For enquirers:

The contact details you provide when you register your interest in a course will be used within the College by the student support teams and by Curriculum teams.

For applicants:

The personal information you provide in the application form is used within the College, by the student support teams and by curriculum teams.

The college also shares your information with the following organisations:

- All application information is stored in UNIT-e and will be shared with our software supplier (Capita) in the event of a system failure or other software error under our contractual managed service arrangements;
- Your school and/or local authority (where you are a school leaver below the minimum school leaving age or are still at school and have been referred to the college via a school, local authority department or support service).

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the European Economic Area.

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your information will be kept in line with the College's data retention schedule and then will be destroyed confidentially or anonymised for the purpose of internal statistical analysis.

- Successful applications will be stored securely, as part of your application and enrolment record, for six academic years from the end date of your academic session;
- Incomplete applications and unfinished applications will be deleted at the end of the academic session of the application;
- Unsuccessful applications will be stored securely for a period of two academic sessions;
- Register of interest information will be deleted after six months from the date of collection.

Automated decision making processes, including profiling.

We do not use any automated decision making about you as part of the application process.

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Your rights

Under Data Protection Legislation 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 only 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:

email dataprotection@ayrshire.ac.uk
Telephone: 0300 303 0303 or write to:

Data Protection Officer
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Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data:

email: casework@ico.org.uk;

Telephone: 0303 123 1113 or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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