

## Privacy Notice – Employability Challenge Application Form

The Data Controller of the information being collected is: Perth College UHI, Crieff Road, Perth, PH1 2NX.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk) or our local Data Protection Lead at [dataprotection.perth@uhi.ac.uk](mailto:dataprotection.perth@uhi.ac.uk)

**This privacy statement relates to the following process:**

### Employability Challenge Application Form

This process confirms your application for a short course with the Employability Challenge and details why we collect information from you, what we do with the information we collect, who we may share your information with and your rights under the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) in relation to that information.

**Your information will be used for the following purposes:**

<b>Purpose 1: Administration of applications</b>	Receiving and processing applications, including: <ol style="list-style-type: none"> <li>1. Confirmation of legitimate identity;</li> <li>2. Arrangements for appropriate accommodation.</li> </ol>
<b>Purpose 2: Academic matters</b>	Academic matters, including: <ol style="list-style-type: none"> <li>1. Provision teaching and learning services (eg registration, assessment, attendance, academic misconduct, investigations);</li> <li>2. Maintaining student records (to ensure we have the correct data for students). This may include the use of a personal e-mail address where a College e-mail account is not provided;</li> <li>3. The production of student ID cards.</li> </ol>
<b>Purpose 3: Student Support</b>	Providing student support services (for example personal academic support, personal non-academic support and additional support for those who wish to receive it).
<b>Purpose 4: Accreditation</b>	The substantive part of the course is about preparation for work however there are opportunities to access SQA accredited units.

**Our legal reasons for using the data are:**

<b>Purpose</b>	<b>Lawful basis for processing</b>
<b>Purpose 1: Administration of applications</b>	<p><b>Contract</b> – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being between the college and its students, and other parties to provide educational and other products and/or services.</p> <p><b>Public Task</b> - Use as necessary for performing a task in the public interest or under official authority vested in us. That being the college's public task as an educational establishment.</p>
<b>Purpose 2: Academic matters</b>	<p><b>Contract</b> – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being between the college and its students, and other parties to provide educational and other products and/or services.</p>
<b>Purpose 3: Student Support</b>	<p><b>Contract</b> – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being between the college and its students, and other parties to provide educational and other products and/or services.</p>
<b>Purpose 4: Accreditation</b>	<p><b>Contract</b> – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being between the college and its students, and other parties to provide educational and other products and/or services.</p> <p><b>Public Task</b> - Use as necessary for performing a task in the public interest or under official authority vested in us. That being the college's public task as an educational establishment.</p>

**The data we use includes special category (sensitive) data. You are not obliged to provide this information.**

**Our legal reason for using this sensitive data, as provided, is:**

Processing is necessary for the purposes of carrying out the obligations of the college in the field of social protection law. All special sensitive data is stored in a secure location. Data is anonymised and used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010 and various Government Agendas (for example, Gender Action Plan; Widening Participation).

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

The college would be unable to process your enrolment on your course. This would mean that the college would be unable to deliver teaching or provide student service, and your college account would be cancelled.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

- The University of the Highlands and Islands, Partnership Colleges and Learning Centres
- Highlands and Islands Students' Association (HISA)
- Scottish Funding Council (SFC) including Assigned Auditors
- Scottish Government
- Colleges Scotland
- Education Scotland
- Awarding bodies and accreditation agencies associated with your studies (for example: SQA, City and Guilds, CMI, British Council)
- Employers and Managing Authorities/Agents who are supporting or funding your studies
- National Entitlement Card Programme Office (NEPCO) – should you qualify for a travel pass
- Where we are obliged to do so by law including court orders or other regulatory bodies

**Your data will be retained as specified under the terms of the College's Records**

**Management Policy:** <https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/policies-regulations-and-guidelines/records-management-policy-and-procedure.pdf>

**The following rights are rights of data subjects:**

- 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

**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

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.**