

Privacy Notice – Residence Applications

April 2018

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 under the General Data Protection Regulation (GDPR), and the Data Protection Act in relation to that information.

When you make an application to be a resident in our accommodation at Perth College, we collect personal information about you, in order that we can fairly and accurately process your application. We process (this means collect, store, use and share) information which relates to you, so that we can comply with the requirements of the Education (Scotland) Act 1980, the Equality Act 2010 and other legislation and so that we can give your application fair and equal consideration.

Data Protection Registration

Perth College is registered with the Information Commissioner's Office (ICO) as a Data Controller under the Data Protection Act (our registration number is Z5920425). For the purposes of the Data Protection Act the College is considered a public authority.

Why do we collect data about you?

When you make your application we collect personal data from you which is information which can be used to identify you. We also collect information about you which tells us more about you so that we can process your application in a way which is fair and transparent.

We collect data from you that may be used to verify your identity and assess your application, to communicate with you about the progress of your application or to request more information from you.

Sharing your Data

Perth College may share your data with the following organisations for operational and legal reasons:

- Perth & Kinross Council for Council Tax purposes.
- Hostelling Scotland who provide the residences support service on behalf of Perth College UHI.
- Letting Protection Service Scotland who manage your deposit as per The Housing (Scotland) Act 2006.

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations with whom we share data.

How long will we keep your Data?

We will keep your data in line with our Data Retention schedule which details how long we keep your application data. The retention period for resident application data is currently 3 years. We hold data regarding your deposit for 5 years.

Your Data Rights

You *may* have the following rights over your data, which are set out in the Data Protection Act and the GDPR. These rights are not automatic and are dependent on the provisions of the GDPR and the Data Protection Act. If you are unsure of your rights or wish to exercise any of your rights, you may contact the College's Data Protection Officer. Your rights:

- Right to withdraw your consent.
- Right to know if we are processing your personal data (including images and video).
- Right to obtain a copy of your personal data.
- Right to expect that we will only share your data with appropriate third parties.
- Right to correct your data if it is inaccurate.
- Right to be 'forgotten' (for marketing purposes).
- Right to ask us to restrict or stop processing your data.
- Right to object to processing.
- Right to be informed if your data is stolen or misused (a data breach).
- Right to object to automated processing.
- Right to lodge a complaint about how your data is handled (email: casework@ico.org).
- Right to judicial remedy (the courts) if ICO does not deal with your case.
- Right to compensation if you have suffered harm as a result of misuse of your data.

Data Protection and Security

The College will process your data only in accordance with the Data Protection Act, this Privacy Notice and in adherence to the College's Data Protection other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

Data Protection Officer

If you have any questions relating to your personal data, its processing or your rights as a Data Subject, you should contact the College's Data Protection Officer in the first instance:

Data Protection Officer
Perth College UHI
Crieff Road
Perth
PH1 2NX

Should you be unsatisfied or you believe that your data is not being processed in accordance with the Data Protection Act, you may complain to the Information Commissioner's Office (ICO). Further information, including contact details can be found on the ICO's website at: <https://ico.org.uk/for-the-public>