

# PRIVACY NOTICE

## Flexible Workforce Development Fund (FWDF) Privacy Notice

This privacy notice is for the processing of personal information in relation to registration on FWDF course.

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE. If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at [dpo@slc.ac.uk](mailto:dpo@slc.ac.uk)

### Your personal information

The following information will be processed:

- Your name
- Date of Birth
- Email address
- Course details

Other personal information will be processed as you will have to enrol as a student in the College to attend the course. Please refer to our [Student Privacy Notice](#).

### How we will use your information

Your information will be used for the following purposes:

- To provide you with a College user account
- To contact you with enrolment information
- To ask you for feedback on the course via surveys

The course you are attending is funded through the Flexible Workforce Development Fund, which is a Scottish Government initiative managed by the Scottish Funding Council (SFC).

To comply with our public task obligations set by the SFC, the College is required to ask for **equalities monitoring data** from you during the enrolment process. Any information provided by you is shared with the SFC as part of our statutory reporting requirements.

### Our lawful basis for using this information

We are processing your data under the lawful basis of:

- **Public task**
- **Contract**

As some the data collected includes special category data, our additional lawful basis is **reasons of substantial public interest** and is authorised by law (Equality Act 2010): DPA 2018, Schedule 1, Part 2 8 (1) – Equality or opportunity of treatment.

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## Sharing Your Information

The College will share details of your **attendance and course outcome with your employer**.

Your information will be shared with **SFC** for statutory reporting purposes. Please refer to the [SFC Student Privacy Notice](#) for further details.

## Retention of Information

The data collected will be retained in accordance with SFC requirements for statutory reporting.

## Your Rights

- Right of access to copies of your personal data (subject access request)
- Right to rectification if personal data we hold about you is incorrect
- Right to restrict processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.

In some circumstances you also have the following rights:

- Right to object to our processing of your personal data
- Right to request erasure of your personal data (deletion)
- Right to data portability