

PRIVACY NOTICE

Recording of Classes and Assessments

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

Why we use your information

The College will use your personal information for the purposes of:

- Creating a record of your assessment where necessary
- Enable absent students to access recorded classes/class material
- Allowing material to be re-visited as a study aid

Personal information collected

- Name
- Images
- Opinions expressed during class
- Assessment material

Our lawful basis for using this information

- **Article 6(1)(b) Contract:** The use is necessary for the performance of a contract with you.
- **Article 6(1)(e) Public Task:** The use is necessary for the performance of a task carried out in the public interest.

Sharing Your Information

The College may share your information with the following:

- Recording of assessments may be shared with the relevant Awarding Body.
- Class recordings will only be available to students enrolled in the class that the recording was made in.

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Retention of Information

The College will retain your information for as long as it's required for the purposes described in this privacy notice and as described below:

- Any recorded assessments will be held in line with all other assessment materials.
- Recorded classes will be held for the duration of the course.

Your Rights

You have the following rights in relation to the personal information the college use:

- Right of access to confirmation of processing and copies of your personal data
- 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