

# PRIVACY NOTICE

## Applications Process

This privacy notice is for the processing of personal information in relation to your application to study at South Lanarkshire College.

The data controller for the information being collected and used is South Lanarkshire College ('the 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, what we do with it and legal basis

The College collects your personal information at key stages in the applications process, as outlined below:

1. When you register for an account to access the Online Applications System:

Personal Information	What we do with it	Our Legal Basis
Your first and last name Email address Account password	<ul style="list-style-type: none"> <li>To create an online application account</li> <li>To provide you with IT support if requested</li> </ul>	<b>Contract</b>

2. When you apply for a course using the Online Applications System:

Personal Information	What we do with it	Our Legal Basis
Your name Contact details (email address, home address and phone numbers Personal identifiers (DOB, NI no, SQA no.)	<ul style="list-style-type: none"> <li>To create an online application account</li> <li>To communicate with you regarding your application</li> <li>To assess if you meet course entry requirements</li> <li>To administrate your application</li> </ul>	<b>Contract</b> <b>Public Task</b>
Course details Details of residency Criminal Convictions Preferred language Details of personal circumstances Qualifications Education history Details of employment Equalities data Health data	<ul style="list-style-type: none"> <li>To confirm that you have the right to study in the UK</li> <li>To assess your suitability to enrol on a course with a placement under the terms of the Protection Vulnerable Groups (Scotland) Act 2007</li> <li>If you identify as being care experienced or a carer then we will contact you to offer any additional support available during your application</li> <li>To meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination</li> </ul>	<b>Legal Obligation:</b> Immigration Act Protection Vulnerable Groups (Scotland) Act 2007 Children and Young People (Scotland) Act 2014 Equality Act 2010

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Personal Information	What we do with it	Our Legal Basis
	<ul style="list-style-type: none"> <li>To provide you with advice and support and reasonable adjustment when necessary to support your application, including learning support etc.</li> <li>To contact you to offer any additional support available during your application</li> </ul>	<p><b>Legal Obligation Cont:</b></p> <p>Where this involves special category data, we additionally use:</p> <ul style="list-style-type: none"> <li>Reasons of substantial public interest</li> <li>Support for a disability or medical condition</li> </ul>
	<ul style="list-style-type: none"> <li>To provide statutory reporting information to the <b>Scottish Funding Council</b></li> <li>If you identify as a veteran or are estranged from your family, then we will contact you to offer any additional support available during your application</li> </ul>	<p><b>Public Task</b></p> <p>Where this involves special category data, we additionally use:</p> <ul style="list-style-type: none"> <li>Reasons of substantial public interest</li> <li>Support for a disability or medical condition</li> </ul>

## Equalities Monitoring Data

The course you are applying for is funded 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 application process.

## Can I withhold my personal information?

Should you decide not to provide a response to the required information, then the College will be unable to meet its **public task obligations** and we may be unable to consider your application or offer you a place on your chosen course.

# PRIVACY NOTICE

## Sharing Your Information

- Your information will be shared with **Scottish Funding Council** for statutory reporting purposes. Please refer to the [SFC Student Privacy Notice](#) for further details.
- The College will share your information with approved IT System processors, such as email providers.

## Retention of Information

The College will retain your personal information as detailed below:

**All application data** - will be stored in accordance with the College Records Retention schedule.

**SFC** - Personal information collected for SFC statutory reporting will be retained in accordance with SFC requirements.

## 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