

DATA PROTECTION ACT

Fair Processing Notice



Reid Kerr College is registered as a Data Controller and subscribes to the Data Protection Principles contained in the Data Protection Act 1998. By signing the enrolment form you consent to Reid Kerr College holding and processing your personal data for all purposes connected with your studies in college and with statutory requirements. What this means is:

- The information given on the enrolment form will be held on a computer and you have the right to inspect this record; requests to view computer records should be sent to the Data Protection Officer, Reid Kerr College, Renfrew Road, PAISLEY, PA3 4DR. A fee of £30 must be paid prior to information being released.
- The personal information will be used to record your academic progress, achievements and attendance.
- Personal data collected will be used to prepare claims for funding that is shared with a range of external funding organisations including the Scottish Funding Council (SFC).
- If your training is sponsored by your school, an employer or managing agent the college will disclose relevant information on your progress, achievements and attendance to the sponsor.
- Data on your progress will be disclosed, as appropriate, to educational awarding bodies such as the Scottish Qualifications Authority (SQA).
- Information about you, for example age, gender, ethnic origin, exam results and course details may be passed on for the purposes of monitoring equal opportunities, improving quality and planning future provision within Scottish education. You cannot be identified from the information that is passed on for this purpose.
- If you are aged between 15½ and 20 yrs we would like to share information about you with Skills Development Scotland (SDS), including: your name, address (including post code), date of birth, course code details and Scottish candidate number. Should you leave your course at College prior to its completion, this will allow SDS to contact you to offer advice and support should you wish. It will also enable SDS to conduct research and analysis into student destinations. If you would prefer that we did not share this information with SDS, please tick the box on your enrolment form.
- The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland, as well as planning for future provision of both further and higher education and the funding of institutions and students. From time to time students may be approached by either SFC or SG, and/or their partners, to take part in research surveys to help them with this task. You must tick the box on your enrolment form if you do not want to be contacted in respect of such surveys.
- At no time will your personal information be passed to organisations for marketing or sales purposes.
- All organisations with which we share information will comply with their obligations under the Data Protection Act 1998.