

Privacy Notice

The Data Controller of the information being collected is:

Argyll College UHI; Westbay, Dunoon, PA23 7HP, Tel: 01369 707 182.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Course Absence Reporting

Your information will be used for the following purpose:

To record and administer your absence from study, including any bursary adjustments or reporting requirements.

Our legal reason for using the data is:

Processing is necessary for the performance of a contract, that being your student contract with the college and the college's need to record and monitor absence levels. Some extra data may be required to administer the contract associated with any bursary payments you may receive.

The processing is necessary for legal obligations on Argyll College; that being its Duty of Care, requirements of the Health and Safety Act and obligations under Further and Higher Education Scotland Act (terms and conditions of funding as set by the SFC).

The data collected may include special category (sensitive) data – in this case, health data. Where health data is collected our processing condition is:

Processing of the data is necessary for a matter of substantial public interest; that being mitigating the effects of the Coronavirus epidemic on students, especially the avoidance of undue financial disadvantage. The processing function is conferred on the college by law; that being the Further and Higher Education (Scotland) Act, terms of funding dictated in accordance with that act, and appropriate statutory guidance relating to the Coronavirus epidemic issued by the Scottish Funding Council.

If you were to withhold the personal information we require for this process, the consequences would be:

Your absence will not be correctly recorded which may result in unexpected bursary or funding adjustments and may lead to the Student Absence Monitor Policy actions being engaged.

Your data will, or may, be shared with the following recipients or categories of recipient:

Your data may be shared with the Scottish Funding Council (SFC) to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their FE student privacy policy on their website <http://www.sfc.ac.uk/home/privacy.aspx>

For FE students:

Student name, ID number and absence record may be shared.

For HE students:

Your data will not be shared with SFC

Your data will be retained for the following length of time:

Your data is held until six years from the end of the academic year in which it is collected.

The following rights are rights of data subjects:

- The right to access your personal data.
- The right to rectification if the personal data we hold about you is incorrect.
- The right to restrict processing of your personal data.

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data.
- The right to object to our processing of your personal data.
- The right to request erasure (deletion) of your personal data.
- The right to data portability.

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest.

Their website is www.ico.org.uk