

The Data Protection Act 1998 – your information and how we use it

The Data Protection Act 1998 (the "Act") sets out rules for processing personal information (known as personal data) and applies to paper records as well as those held on computers.

The Act requires the Council to comply with the rules of good information handling practice, known as the Data Protection Principles. The Principles require, among other things, that personal data is processed fairly and lawfully, is accurate and relevant and is subject to appropriate security.

Organisations must also lodge a notification with the Information Commissioner, describing the purposes for which they process personal information. The details are publicly available from the Information Commissioner's office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 01625 545 745 Fax: 01625 524 510. Alternatively, see www.dataprotection.gov.uk

How do we use your personal information?

The Council collects your personal information as part of our recruitment process. During the course of our recruitment process you will be asked to complete a job application form and an equal opportunities monitoring form.

We do not provide information to companies outside our own organisation unless we are required to do so by law.

Sensitive information

The Act defines information about the following as sensitive:

- racial or ethnic origin
- political opinions
- religious beliefs
- trade union membership
- physical or mental health
- sexual life
- criminal proceedings and offences

Certain information contained within our equal opportunities monitoring form falls under this definition. We will only use this information in relation to monitoring our

effectiveness in complying with legislation on equality issues and for no other purpose. Also, this information will be secured adequately in accordance with the Data Protection Principles.

How long do we keep your information?

Successful candidates

If you enter into a contract of full-time, part-time or temporary employment with the Council, we will keep your personal information in accordance with our stated retention periods. Details of our retention periods can be obtained by writing to: Human Resources, Scottish Funding Council Apex 2, 97 Haymarket Terrace, Edinburgh, EH12 5HD or by emailing us at dataprotection@sfc.ac.uk.

Unsuccessful candidates

If you are unsuccessful in securing employment with the Council your application form will be shredded after a period of one year. Your equal opportunities form will be destroyed when the recruitment process is complete.

How can I get access to the information you hold on me?

Under the Act you have the right to have access to information we hold about you on our records. The Act allows us to charge an administration fee of £10 for this service. If you wish to access information held on our records please write to our Information Management and Security Officer, Scottish Funding Council, Apex 2, 97 Haymarket Terrace, Edinburgh, EH12 5HD or email us at dataprotection@sfc.ac.uk.

How can I get further information on the Act?

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