Privacy Notice
College Sector of the Future Learner Engagement Workshops

Scottish Funding Council is providing you with this information to comply with data protection law and to ensure that you are fully informed, and we are transparent in how we collect and use your (personal) data.

Who is collecting the information?

Scottish Funding Council is the Data Controller. We have an appointed Data Protection Officer (DPO) who can be contacted by emailing: info@sfc.ac.uk.

Why are we collecting it and what are we doing with it (Purpose)?

We are collecting this data to facilitate your attendance at any of our College Sector of the Future Learner Workshops (online or in-person), to ensure that you are able to attend and participate fully.

What personal data do we collect?

If you wish to attend one of our events, you will be asked to provide your name, email address, the college you attend, whether you are a student representative, and any accessibility adjustments or support you may need to participate fully.

If you are attending an in-person event, we will also be collecting any dietary requirements or allergies to provide you with lunch. We don't share this information in any identifiable way with the venue, and we delete it after the event.

Where you choose to attend an online event we will collect computing information, including Guest login information (IP address(es), devices connected, traffic monitoring data).

The lawful basis for the processing

Attendance at Learner Workshops

We will use your contact details and other information you provide to administer and facilitate your attendance at any College Sector of the Future Learner Workshop you choose to attend. This processing is necessary for the performance of a task carried out in the public interest under Article 6(1)(e) UK GDPR, as part of the Scottish Funding Council's

statutory functions and work to engage with learners and inform the development of the college sector.

We may also contact you following the workshop in relation to matters arising from the event, including sharing workshop outputs, seeking feedback, or providing information connected to your participation. This processing is also carried out under Article 6(1)(e) UK GDPR.

Accessibility and Dietary Requirements

Where you choose to provide information about accessibility requirements, health conditions, allergies, dietary requirements, or other special category personal data, we will process this information on the basis of your explicit consent under Article 9(2)(a) UK GDPR. Providing this information is optional and you may withdraw your consent at any time. However, if you do so, we may not be able to accommodate the requirements you have identified.

Should you wish to withdraw this consent, please contact studentinterests@sfc.ac.uk.

Where your personal information will be stored

Information will also be held securely within the SFC SharePoint system and stored in the UK.

Who we share the information with:

This information will only be shared internally within SFC with those who are responsible for the delivery of this event.

How long do we hold the personal data?

Your data will be held for one year following this event and will only be used to contact you about the College Sector of the Future work.

Individuals' rights in relation to this processing

Under data protection law, individuals have rights in relation to the processing of their personal data. These rights are as follows:

- Right to be informed;
- Right of access – this means individuals have the right to access and have copies of all personal data held;

- Right to rectification – this means individuals have the right to correct/update inaccurate or incomplete information about them;
- Right to erasure, also known as 'the right to be forgotten' – this means individuals can request that all their personal data held by an organisation is destroyed;
- Right of restriction – this means individuals can restrict how their personal data is processed. This only applies in certain circumstances;
- Right to data portability – this means individuals can request their personal data in a machine readable format to transfer to another organisation;
- Right to object – this means an individual can object to how their personal data is processed;
- Automated individual decision-making including profiling – this means individuals have the right not to be subjected to a decision made solely by automated means.

Some of these rights may only apply in certain circumstances and are not absolute. Requests will be assessed on a case by case basis.

To exercise these rights, please contact SFC via info@sfc.ac.uk

Right to Complain

If you are concerned about how your personal data is being used by SFC, you have the right to make a complaint directly to us.

You can do this by contacting us using the details set out below. Further information regarding exercising your right to complain can be found here: https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/

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