
Privacy Notice – National Schools Programme: Core Eligibility and Selection Taskforce Selection

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)?

The purpose of collecting your personal data is to facilitate selection for the National Schools Programme Core Eligibility and Selection Taskforce.

We will also use your information to correspond with you in regard to this selection process.

What personal data do we collect?

- Name
- Preferred pronouns
- Email address
- Organisation
- Job title

How are we collecting this information? What is the source?

We collect this information directly from you via Microsoft Forms.

The lawful basis for the processing

The lawful basis we rely on register and communicate with you in regard to this event is article(6(1)(a) – **explicit consent**.

Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so by emailing: info@sfc.ac.uk

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

Who we share the information with:

Your information will be shared internally only for the purposes set out above.

Where your personal information will be stored

Your personal information will be stored securely within the UK and will not be transferred outside that territory unless required by a court order.

Information collected through MS Forms is stored on secure servers in the UK or EU and does not leave Europe at any point.

How long do we hold the personal data?

We will only retain your personal data for as long as it is necessary to fulfil the purpose it was collected for or until you withdraw your consent.

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

Complaints to UK Information Commissioner's Office (ICO)

If you are concerned about how your personal data is being used by the Council, in the first instance please can you contact their Data Protection Officer at info@sfc.ac.uk. If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner's Office (ICO). The ICO has guidance on their website here: <https://ico.org.uk/your-data-matters/raising-concerns/>

You can email them at casework@ico.org.uk or call them on 0303-123-113 or you can send a letter to them at the following address:

Customer Contact

Information Commissioner's Office Wycliffe
House
Water Lane
Wilmslow SK9
5AF