

## Privacy Notice – For the Student Enrolment and Experience Process

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

Your privacy and trust are very important to us, and this Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection laws.

## Who are we?

Ayrshire College is the 'Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus  
Dam Park, Ayr  
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at [dataprotection@ayrshire.ac.uk](mailto:dataprotection@ayrshire.ac.uk)

## This Privacy Notice relates to the following process: Student Enrolment and Experience

This is where you confirm your enrolment on the course with us. If your application is successful and you then accept an offer you enter into a contract with the College. You will be asked to confirm or edit data collected within your application form and agree to the terms and conditions of enrolment at Ayrshire College. This is the contract with you, also known as The Student Agreement.

The application/enrolment process must be completed before, or at the start of, each course of study. This process applies to enrolments for full-time courses. It also applies to course bookings for part-time and evening courses.

## What information do we collect about you?

Ayrshire College operates a combined application and enrolment process. This means that we collect all personal data required for application and enrolment at the same time, so you only provide your information to us once. If you are offered a place on a course and accept the offer, information you provide in your application form will be prepopulated into your student record.

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## Personal information collected

- Personal contact details, including address, email, and telephone numbers
- Date of birth
- Information about your residency status, nationality, and English language skills
- National Insurance Number
- Education, qualifications, and work history
- Equalities monitoring information, such as marital status and whether you are care experienced
- Personal Statement in support of your application
- Your photograph
- References
- Unit and Course enrolment data
- Assessment information and course work
- Attendance data
- Financial Information needed to assess eligibility for fee waiver, bursaries, EMA etc.
- Information related to complaints and appeals
- Disciplinary information related to the Student Disciplinary Policy
- SQA Number
- Images (photos and videos)
- Next of kin / Emergency contact details
- Information related to your use of College ICT systems
- CCTV footage (as a campus user)
- Health & safety information

Where relevant to your course or support:

- Personal Learning Support Plans
- Medical / Health information
- PVG information

We also ask for some '**Special Category Personal Data**'. This is personal information which is more sensitive. We will ask you about:

- Gender
- Sexual orientation
- Religious or other beliefs
- Ethnicity
- Disability and health data (including mental health and learning support)

This allows us to carry out statistical analysis to ensure we are advancing equality of opportunity and treatment for all student groups. This enables the College to meet its duties under the Equality Act 2010.

The above lists are not exhaustive but are indicative of the main types of personal information processed by the College about you.

## How do we collect it?

Most of the information above will have been provided directly by you through the application/enrolment process. Personal information is also collected about you during your studies for example: marks and grades; academic assessments; your conduct; use of IT systems, use of support services, etc. This may include the recording of teaching sessions (these may be delivered remotely or face to face) and the collection of content submitted by you via online systems for educational purposes.

Some information, such as references, will have been provided by named contacts that you have given to the College. Other information may be provided to us by relevant third parties, such as medical professionals, the Student Awards Agency for Scotland (SAAS), employers, placement providers, sponsors, Local Authorities or Disclosure Scotland.

## How We Use Your Information/Purposes

When you apply to Ayrshire College and then accept your offer you enter a contract with us and agree to accept the College's Terms and Conditions. This is the Student Agreement. We collect and use your data for the following purposes and under the lawful basis listed below:

Purpose	Lawful Basis
<p><b>ACADEMIC PURPOSES</b> Providing you with learning, teaching and support services, and recording your progress and qualifications.</p> <p>We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Manage student recruitment, admissions, and enrolment.</li> <li>• Provide you with education &amp; training.</li> <li>• Communicate with you about your studies and college services.</li> <li>• Enable the provision of learning, teaching and quality, on campus and/or using Virtual Learning Environments (VLEs). This may include the recording of teaching sessions (delivered remotely or face to face) to improve staff teaching skills, to provide additional support for students, or to provide access to students who cannot attend classroom sessions.</li> </ul>	<p><b>Contract</b> The terms and conditions you agree to when enrolling to study with us. This is The Student Agreement.</p> <p><b>Public Task</b> Ayrshire College's public task in the provision of Further Education and support for students</p>

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<ul style="list-style-type: none"> <li>• Verify your identity.</li> <li>• Confirm eligibility for the right to study in the UK.</li> <li>• Produce student ID cards.</li> <li>• Maintain student records and manage academic processes, including attendance, assessment, and performance.</li> <li>• Manage and monitor access to College services including library, ICT, printing services, sports facilities, and events.</li> <li>• Supervise, conduct assessments and examinations, confer Ayrshire College awards; and provide awarding bodies with assessment results and any other information required to enable them to confer awards.</li> <li>• Ensure rigorous academic standards (for example checking work for originality and ensuring the correct information is present for examination boards).</li> <li>• Administer student-related policies and procedures including complaints, appeals, grievances, disciplinary matters, academic misconduct including plagiarism, and fitness to practice cases.</li> <li>• Provide graduation /award ceremonies.</li> <li>• Administer and manage student placements including industrial and clinical placements and student exchanges such as opportunities to study abroad.</li> <li>• Prevent and detect crime, fraud, or corruption.</li> <li>• Ask for feedback on your College experience so that we can improve the services offered to you.</li> </ul>	
<p><b>FEES AND PAYMENTS</b></p> <p>We collect and use your information to:</p> <ul style="list-style-type: none"> <li>•Identify your fee status.</li> <li>•Administer and collect payment of course fees from you, or an employer.</li> <li>•Assess your entitlement to student support payments (like Education Maintenance Allowances (EMAs), Childcare Fund payments, bursaries, and discretionary funds) and make arrangements for the payment of these to you in the event you are successful.</li> <li>•Administer and collect payments for use of college resources and overpayment of any student support funds.</li> <li>•Communicate with you in connection with administrative and financial services.</li> </ul>	<p><b>Public Task</b></p> <p>Ayrshire College’s public task in the provision of Further Education and support for students</p> <p><b>Contract</b></p> <p>The terms and conditions you agree to when enrolling to study with us, if you pay fees or use paid for services.</p>

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<p><b>SUPPORT SERVICES</b></p> <p>We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Provide advice and guidance to you during your studies, including academic support, welfare including counselling and pastoral services, health care services, health and safety, vacancy information, careers guidance and information about educational programmes and services, where you need or choose to access these services.</li> <li>• Provide educational learning support, including Personal Learning Support Plans.</li> <li>• If you choose to disclose that you are Care Experienced, we will use this data to contact you to let you know about the support and resources that are available if you wish to make use of them.</li> <li>• Provide you with access to the Student Association.</li> </ul>	<p><b>Contract</b></p> <p>The terms and conditions you agree to when enrolling to study with us. This is The Student Agreement.</p> <p><b>Public Task</b></p> <p>Ayrshire College's public task in the provision of Further Education and support for students</p>
<p><b>STATUTORY REPORTING AND INTERNAL MONITORING</b></p> <p>We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Complete statutory Further Education Statistical (FES) returns to the Scottish Funding Council (SFC) and other external bodies, such as the Scottish Government.</li> <li>• Carry out internal statistical analysis. This is for College monitoring purposes only and does not include personal data about individuals.</li> </ul>	<p><b>Public Task</b></p> <p>Ayrshire College's public task in the provision of Further Education</p>
<p><b>EQUALITY MONITORING AND REPORTING</b></p> <p>We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Provide additional support services and advice for those who wish to receive it, including disability services and any reasonable adjustments required under Equalities legislation.</li> <li>• Meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination.</li> </ul>	<p><b>Legal Obligation</b></p> <p>The Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</p>
<p><b>PROTECTING VULNERABLE GROUPS</b></p> <p>For courses that require you to undertake a placement in a childcare setting or work with vulnerable adults, we collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Make sure that you are not barred from this type of work and meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007</li> </ul>	<p><b>Legal Obligation</b></p> <p>The Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</p>

<p><b>EMERGENCY SITUATIONS</b> We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Protect the vital interests of you or another individual in an emergency situation.</li> <li>• Contact your emergency contacts</li> <li>• Contact you, by text message and/or email, urgently with important information or guidance on access to college buildings or services. For example, to advise of closures or provide health and safety information.</li> </ul>	<p><b>Vital Interests</b></p> <p><b>Legitimate Interests</b> To ensure timely and accurate communication in an emergency</p>
<p><b>PROMOTION OF THE COLLEGE</b> We collect and use your information to:</p> <ul style="list-style-type: none"> <li>• Contact you about College activities and wider opportunities that may be of interest</li> <li>• Send you marketing emails</li> <li>• To use your image (filming and photography) for promotional purposes.</li> </ul>	<p><b>Public Task</b> To promote events that provide further opportunities for learning and development</p> <p><b>Legitimate Interests</b> To notify customers of offers and promotions available</p> <p><b>Consent</b> Filming and photography for promotional activities</p>
<p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>• To protect our staff, students, visitors, and the assets of the College</li> </ul>	<p><b>Legal Obligation</b> Health and Safety at Work etc. Act 1974</p>
<p><b>Learning Analytics</b> We use information based on your enrolment data, attendance and use of Ayrshire College resources e.g., IT systems, to identify your priority support score. This process is to help identify students who may require extra support to ensure they are able to continue their studies.</p> <p>Priority support scores will be shared with your lecturers and our Student Support Advisors who may then contact you to offer support.</p>	<p><b>Public Task</b> Ayrshire College's public task in the provision of Further Education</p>

This list is not intended to be exhaustive and personal information may be used for a number of purposes, for which there may be several justifications. However, we will only use your data for the purpose(s) for which it was collected and any purposes that are compatible with that original purpose. If we need to use your personal data for any other unrelated purpose, we will notify you and explain the lawful basis for this additional processing.

## If you withhold the information we require for this process, the consequences would be:

We would not be able to process your enrolment, set up your student record or provide access to other College services.

You are not obliged to provide the special category information listed above. If you choose to withhold this information this will not have any negative impact on your enrolment on a course. However, if you choose not to disclose that you have a disability, we will be unable to provide any reasonable adjustments required.

If you choose not to comply with the PVG process, you would not be offered a placement where a PVG check is required.

## Who we share your information with?

Your personal information may be shared with the following types of organisations:

<ul style="list-style-type: none"> <li>• Awarding bodies e.g., SQA*, City &amp; Guilds, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Universities and Colleges Admissions Service (UCAS)</li> </ul>
<ul style="list-style-type: none"> <li>• Placement employers (where courses include a work experience element)</li> </ul>	<ul style="list-style-type: none"> <li>• Universities (if you are studying on a degree programme delivered at Ayrshire College)</li> </ul>

\*Your personal data will be sent to SQA for the purposes of entering you for an SQA qualification, certification and maintenance of your record of attainment. The web address for SQA's Privacy Statement provides more information on how SQA will use the information collected from you. <https://www.sqa.org.uk/sqa/97458.html>

<ul style="list-style-type: none"> <li>• Employers of students on MA programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Other Colleges and Universities in relation to entry applications or Pathways Programmes.</li> </ul>
<ul style="list-style-type: none"> <li>• Employers or sponsors, where an employer or sponsor funds your place at College, or as part of their contract with you</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling Services (to make referrals)</li> </ul>
<ul style="list-style-type: none"> <li>• Skills Development Scotland (SDS)</li> </ul>	<ul style="list-style-type: none"> <li>• Disclosure Scotland (where a PVG is required)</li> </ul>
<ul style="list-style-type: none"> <li>• Local Authorities (Council tax exemptions/ Nursery credits) and Schools - for pupils on Schools Programmes)</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare providers, nurseries and landlords (where we provide funding)</li> </ul>
<ul style="list-style-type: none"> <li>• The Student Awards Agency for Scotland (SAAS)</li> </ul>	<ul style="list-style-type: none"> <li>• College Insurers (for the purposes of any claims)</li> </ul>
<ul style="list-style-type: none"> <li>• Student Loans Company (SLC)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal and External Auditors</li> </ul>
<ul style="list-style-type: none"> <li>• The Scottish Funding Council (SFC). For more information on how the SFC use your personal data please see their <a href="#">Privacy Notice on the SFC website</a></li> </ul>	<ul style="list-style-type: none"> <li>• Potential employers, where you have asked us to provide a reference</li> </ul>
<ul style="list-style-type: none"> <li>• The Scottish Government and relevant UK Government departments and agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Law enforcement agencies and debt controllers</li> </ul>

Limited personal data may be shared with contracted third parties, where the provider is a Processor on behalf of the College, to enable provision of any services for the purposes listed above. Examples include teaching, learning and administrative support, provision of email and other ICT services, hosting communications services, ICT systems maintenance, safety and incident management systems, etc. This includes :

- Microsoft 365 software including email, Teams, and other Microsoft 365 systems
- Originality checking system/ plagiarism detection software (Turnitin)
- Virtual Learning Environment (Moodle)
- Library Management System (Heritage)
- Other systems suppliers who provide software services to and on behalf of the College (e.g., (ESS).

We will also disclose limited personal data where necessary for the following reasons:

Academic purposes:

- With a partner institution to deliver a programme collaboratively between the College and the partner institution
- With external examiners to check that our assessment of your work is fair
- For official independent assessment of our programmes

And to:

- Verify your attendance and qualifications, e.g., in a standard reference (the Learner Agreement) for a potential employer, placement provider or agency.
- Confirm your attendance, progress and assessment marks to your sponsor, or the institution through which you are studying (if this is not Ayrshire College).

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Where you have been referred to the College via a school, Local Authority department or support service, we will share information with the relevant local authorities to confirm your attendance at college, progress, and achievement.

The above lists are not intended to be exhaustive. However, in all cases, data will only be shared with third parties where we:

- Have a lawful basis under data protection legislation; or
- Are required to do so under a statutory or regulatory obligation; or
- Have your consent.

## Details of data transfers to any third countries or international organisations

We transfer data to Turnitin who process data both in Europe and in the United States. The data transferred comprises:

- Student assignment (your own work, as submitted in the course of study)
- Student name and ID (where you have provided this on your assignment)

This is a system data transfer from the Virtual Learning Environment (VLE) directly to the plagiarism software tool (Turnitin). This data is transferred for processing to ensure student work is original and to confirm that the College is making awards based on original student work.

### **The relevant protection in place for this international transfer:**

To transfer personal data from the UK to the United States, Standard Contractual Clauses with additional safeguards will be used. These are standardised contracts to certify that any data that is transferred is adequately protected.

## How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse, or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors, and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your information will be kept in line with the College's data retention schedule and then will be destroyed confidentially or anonymised for the purpose of internal statistical analysis.

We keep information about you only for as long as needed to provide you with academic and support services and to meet our legal obligations.

- Your application and enrolment record will be retained for 6 (six) academic years unless you are a European Social Fund (ESF) student.
- All documentation relating to the European Social Fund, Developing Scotland's Workforce will be retained for European audit requirements. Applicants who have been awarded funds from the European Fund should note that their student funding information will be retained up to a maximum of 15 years or until the year 2032. Ayrshire College is required to retain the relevant documentation as prescribed in the National Rules for the ESF 2014-2020 programme (<http://www.sfc.ac.uk/publications-statistics/guidance-guidance-2018/SFCGD192018.aspx>)
- All documentation relating to the Student PVG process is deleted once the PVG process has been completed and we are in receipt of your PVG Certificate. The PVG Certificate is securely deleted once you are no longer a student at the College.

## Automated decision-making processes, including profiling

We use Learning Analytics which uses an algorithm to help identify your level of engagement with the College. This system creates a score that is used by teaching and support staff to identify if you may benefit from additional support. There will be no decisions or interactions made only by automated means. This means there will always be a member of staff involved in decision-making when any contact or offers of support are made to you.

## Your rights

Under Data Protection laws you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- 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

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## In addition, 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
- The right not to be subject to automated decision-making including profiling.

For more information about your rights please see [www.ico.org.uk](http://www.ico.org.uk).

## Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

email: [dataprotection@ayrshire.ac.uk](mailto:dataprotection@ayrshire.ac.uk)  
Telephone: 0300 303 0303 or write to:

Data Protection Officer  
Ayrshire College, Kilmarnock Campus  
Hill Street  
Kilmarnock  
KA1 3HY

## Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) about our handling of your data:

Email: [Contact us - public | ICO](mailto:Contact us - public | ICO)  
Telephone: 0303 123 1113 or write to:

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

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