

Privacy Notice - for Student Funding

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). The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Data 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

This privacy notice relates to the following process: Student Funding application process

This process applies to applications for Bursaries, Education Maintenance Allowance (EMA), Discretionary and Childcare payments, and European Social Funding.

We use the information you provide when you make an application for funding with us so we can identify you, communicate with you about your application and assess your application against funding criteria.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk

Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

- To process applications for and, where an award is made, provide financial support to students through Student Support Funds on behalf of the Scottish Funding Council, and the Student Awards Agency for Scotland ('our Funders'). This includes financial support towards bursary, childcare, education maintenance allowance (EMA) and discretionary funds.
- To appropriately manage public funds through crime prevention, detection investigation and reporting and for the recovery of overpayments.
- For audit purposes and compliance with our Funders' policies.
- For statistical analysis for reporting to our Funders and monitoring and improving our services.
- To investigate and respond to complaints and appeals.
- To identify special need requirements to support those with disabilities.

Our lawful basis (reason) for processing your information

Processing is necessary for the performance of a contract (between you and the College on behalf of our funding bodies).

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract. Article 6(1)(b)
- Use is necessary for us to comply with a legal obligation. Article 6(1)(c)

The information collected includes special category (sensitive) data. Our lawful basis for using this is:

- Use is necessary for carrying out obligations under substantial public interest Article 9(2)(g) - Equality and Diversity Act 2010

What information do we collect about you?

The categories of personal data provided by you for the purpose of your Funding Application are:

- Contact details, including your name, date of birth, address, email, phone number;
- Financial details about your income and bank details for payment;
- UK residency details such as country of birth, nationality, residency, country you normally live in;
- Previous education details such as institution, attendance dates, funding award;
- Previous employment details such as name and address of employer, level of income;
- Current and previous benefit claims, income from employment or any other income;
- Parent's or Partner's details, including name, address, marital status, income and employment details, details of other dependents;
- Dependents' details including name, date of birth, relationship to you, student award details;
- Childcare provider's details, address, email, phone number, bank account details.

We also ask for some 'special category data' or 'sensitive' data:

- Details of any learning disability you have so that you can be considered for additional support needs cost. This information will be shared internally with the College's Inclusive Learning team and to our Funders for analytical and statistical reasons. This enables the College to meet its duties under the Equality Act 2010. Please note you are not obliged to provide this information however you would not be considered for the additional support needs costs from student support funds such as taxi transportation, specialist equipment, scribes for in class support.
- Ethnic origin for the purpose of reporting to our Funders. You are not obliged to provide this information. If you choose to withhold this information this will not have any negative impact on the outcome of your funding application.

How do we collect it?

The Student Funding Department collects the information you provide on the online Bursary Application, Discretionary Application or Childcare Application form with additional information requested and/or provided by you in a number of ways including paper and online formats, email, telephone and face-to-face enquiries.

You are contractually bound to provide your personal information for the purpose of applying for financial support during your attendance at College. As above the Special category information listed is optional.

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

We would not be able to assess your funding application or provide access to financial support.

Who do we share your information with?

The Student Funding Department has to meet its legal obligations as part of its business function. This includes sharing your information with other organisations. For statistical reporting internally and for some external reporting purposes, we remove your personal information before sharing your data so that it is anonymous and you cannot be identified.

The organisations we share your personal data with include:

- Childcare provider (where you have applied for childcare support and agreed to share attendance and payment information);
- Our Funders (Scottish Funding Council; Student Awards Agency Scotland; Skills Development Scotland) for reporting and audit purposes;
- Department of Work & Pensions;
- Her Majesties Revenue and Customs (HMRC);
- Home Office;
- External auditors appointed by the college to ensure that we comply with the regulations set out by our funders
- Other college departments and staff including Inclusive Learning, Student Services, Student Information and curriculum staff within your course area.

We may also share your information with other third parties, specifically your parent or partner, only if you have given your consent to share this information using our third party authorisation form.

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Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the UK.

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.

The length of time we keep your information depends on what funds you have applied for or been awarded. The table below provides detail of how long your information will be kept in line with the College's data retention schedule and then will be destroyed confidentially. The retention period commences from the end date of academic session.

Bursary	1 year from the end date of your academic session
Education Maintenance Allowance	6 years from the end date of your academic session
Childcare	1 year from the end date of your academic session
Discretionary	1 year from the end date of your academic session

All documentation relating to 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 are 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>).

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Automated decision making processes, including profiling.

We do not use any automated decision making about you to assess your application for funding.

Your rights

Under Data Protection Legislation 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

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.

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:

Lisa Powell, Data Protection Officer, email 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 about our handling of your data:

email: casework@ico.org.uk; Telephone: 0303 123 1113 or write to:

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

Updated May 2021

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