

Privacy Notice – for Bookitbee

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 legislation.

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

This privacy notice relates to the following process: Event registration using BookitBee (for virtual events)

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

We collect and use your information for the following purposes:

Purpose 1: To register you for Ayrshire College (virtual) events that you want to attend

Purpose 2: To populate an event delegate list so we can manage capacity and plan the event

Purpose 3: To communicate with you about the event and refer you to relevant college Departments/courses that you are interested in

Our lawful basis (reason) for processing your information are:

- You have given consent for the use. Registering for virtual events is voluntary and processing is undertaken with your consent by registering for the event.

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



The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued. We have a legal obligation under the Equality Act (2010) to make reasonable adjustments affording guests the opportunity to access and participate in our events.

Where you have notified us that you have a disability and/or health condition, we will ask you to provide relevant information so we can make any reasonable adjustments required to ensure that the event is accessible to you. You are not obliged to provide this information, but it may help us to improve your experience of the event.

In order to achieve this, we may need to share the data you provide with relevant staff, and only where provision of the data is necessary to achieve the intended purpose.

What information do we collect about you?

Personal data - We collect your name and contact details to allow us to identify you and communicate with you about the event you will be joining.

Special category personal data – When you tell us that you require additional support in order to participate in the event, we may ask you to provide relevant health information to make any reasonable adjustments.

We will ask you for which method of communication you would prefer us to contact you on. eg phone, email, text. Microsoft Teams etc.

How do we collect it?

Your personal information is collected when you enquire about our events on the phone, via email or from a link on our website/social media pages and when you register via BookitBee.

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

We would not be able to process your booking.

Who do we share your information with?

Your personal information will be shared with:

- Relevant College departments / staff who are involved in the event.
- BookitBee as our online booking platform for College events, virtual and in-person.

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.

Your information will be kept for 3 months in line with the College's data retention schedule and then will be destroyed confidentially.

Automated individual decision-making processes, including profiling.

We do not use any automated individual decision-making about you.

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.

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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

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 (ICO) about our handling of your personal data:

Email: [Contact ICO Online](#)

Telephone: 0303 123 1113 or write to:

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

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