

Privacy Notice for Student Enrolment and Experience

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 about how we collect and use your personal data.

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 it. 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: 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 provide additional enrolment data in addition to the data you provide as part of your application and the terms and conditions of enrolment at Ayrshire College. This is the contract with you, also known as The Student Agreement.

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

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

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 bases listed below:

Purposes	Lawful Basis
ACADEMIC PURPOSES Providing you with learning, teaching and support services, and recording your progress and qualifications. We collect and use your information to: • Manage student recruitment, admissions, and enrolment. • Provide you with education and training • Communicate with you about your studies and college services • Enable the provision of learning, teaching and quality on campus and/or using Virtual Learning Environments (VLE). 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 • Verify your identity • Confirm your eligibility for the right to study in the UK • Produce student ID cards • Maintain student records and manage academic processes, including attendance, assessment and performance • Manage and monitor access to College services including library, ICT printing services, sport facilities, and events • 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 • Ensuring rigorous academic standards (for example checking work for originality and ensuring the correct information is present for examination boards) • Administer student-related policies and procedures including complaints, appeals, grievances, disciplinary matters, academic misconduct including plagiarism, and fitness to practice cases • Prevent and detect crime, fraud, or corruption • Ask for feedback on your College experience so that we can improve the services offered to you	Contract The terms and conditions you agree to study with us. This is The Student Agreement Public Task Ayrshire College's public task in the provision of Further Education and support for students

• Provide graduation /award ceremonies • Administer and manage student placements including industrial and clinical placements and student exchanges such as opportunities to study abroad	
FEES AND PAYMENTS We collect and use your information to: • Identify your fee status • Administer and collect payment of course fees from you, or an employer • 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 • Administer and collect payments for use of college resources and overpayment of any student support funds • Communicate with you in connection with administrative and financial services	Public Task Ayrshire College's public task in the provision of Further Education and support for students Contract The terms and conditions you agree to when enrolling to study with us, if you pay fees or use paid for services
SUPPORT SERVICES We collect and use your information to: • 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 • Provide educational learning support, including Personal Learning Support Plans (PLSP) • Provide wellbeing support, including Wellbeing Plans (WP) • If you choose to disclose that you are a Carer, Estranged 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 • Provide you with access to the Student Association	Contract The terms and conditions you agree to when enrolling to study with us. This is the Student Agreement Public Task Ayrshire College's public task in the provision of Further Education and support for students

STATUTORY REPORTING AND INTERNAL MONITORING We collect and use your information to: • Complete statutory Further Education Statistical (FES) returns to the Scottish Funding Council (SFC) and other external bodies such as the Scottish Government • Carry out internal statistical analysis. This is for College monitoring purposes only and does not include personal data about individuals	Public Task Ayrshire College's public task in the provision of Further Education
EQUALITY MONITORING AND REPORTING We collect and use your information to: • Provide additional support services and advice for those who wish to receive them, including disability services and any reasonable adjustments required under the Equalities legislation • Meet our obligations under equality law to assist with monitoring equality of opportunity and elimination unlawful discrimination	Legal Obligation The Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulation 2012
PROTECTING VULNERABLE GROUPS 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: • Make sure that you are not barred from types of work and meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007	Legal Obligation Protection of Vulnerable Groups (Scotland) Act 2007
EMERGENCY SITUATIONS We collect and use your information to: • Protect the vital interests of you or another individual in an emergency • Contact your emergency contacts in a safeguarding or other emergency • 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	Vital Interests Recognised Legitimate Interests To ensure timely and accurate communication in emergencies

PROMOTION OF THE COLLEGE We collect and use your information to: • Contact you about College activities and wider opportunities that may be of interest • Send you marketing emails • To use your image (filming and photography) for promotional purposes	Public Task To promote events that provide further opportunities for learning and development Legitimate Interests To notify customers of offers and promotions available Consent Filming and photography for promotional activities and events
CCTV • To protect our staff, students, visitors, and the assets of the College	Public Task Ayrshire College's public task in the provision of Further Education: safety and security of staff, students and visitors; security of property, and compliance with Awarding Body matriculation requirements. Legal obligation The Health & Safety at Work Act 1974

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.

What information do we collect about you?

We combine your application information, and the information collected during the enrolment process to create your student record. If you are offered a place on a course and accept the offer, the information you provide in your application form will be incorporated with the information obtained as part of the enrolment process into your student record.

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
- SCN 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

Only where relevant to your course or support:

- Personal Learning Support Plan
- 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 that 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.

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

We will 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 do we share your information with?

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

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



Awarding bodies e.g., Qualifications Scotland, City and Guilds, etc.	Universities and College Admission Services (UCAS).
Placement employers (where courses include a work experience element).	Universities (if you are studying on a degree programme delivered at Ayrshire College).
Employer of students on MA programmes.	Other Colleges and Universities in relation to entry application and Pathways programmes.
Employers or sponsors, where an employer or sponsor funds your place at College, or as part of their contract with you.	Counselling Services (to make referrals).
Skills Development Scotland (SDS).	Disclosure Scotland (Where a PVG is required).
Local Authorities (Council tax exemptions/Nursery credits) and Schools - for pupils on Schools Programmes).	Childcare providers, nurseries and landlords (where we provide funding).
The Student Awards Agency Scotland (SAAS).	College Insurers (for the purposes of any claims).
The Student Loans Company (SLC).	Internal and External Auditors.
The Scottish Funding Council (SFC). For more information on how the SFC uses your personal data please see their Privacy Notice on the SFC website	Potential Employers, where you have asked us to provide a reference.
The Scottish Government and relevant UK Government departments and agencies.	Law enforcement agencies and debt collectors.

*Your personal data will be sent to Qualifications Scotland for the purposes of entering you for a Qualifications Scotland qualification, certification and maintenance of your record of attainment. Qualifications Scotland's Privacy Statement provides more information on how Qualifications Scotland will use the information collected from you.
<https://www.qualifications.gov.scot/privacy-statement/>

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 T 01294 559000
 E enquiries@ayrshire.ac.uk



Limited personal data may be shared with contracted third parties, where the provider is a processor on behalf of the College. This is 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
- 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.

Attendance and progression:

- To verify your attendance and qualifications, e.g., in a standard reference (the Learner Agreement) for a potential employer, placement provider or agency.
- To confirm your attendance, progress and assessment marks to your sponsor, or the institution through which you are studying (if this is not Ayrshire College).
- 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.
- Attendance and progression information may also be shared with other third-party organisations where this supports a Local Authority function.

Case Management (Skills Development Scotland):

We may share your personal information, including where necessary, some sensitive (special category) information, with our local authority and relevant

partner organisations. This allows us to work together to:

- identify students who may need additional support
- provide early help and intervention
- improve your chances of successfully completing your course.

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.

International transfers

The UK GDPR imposes restrictions on the transfer of personal data outside the UK. Personal data may only be transferred outside the UK when there are safeguards in place to ensure an adequate level of protection for the data.

Ayrshire College will only transfer your personal data outside the UK when:

- the receiver is located in a third country covered by UK adequacy regulations; or
- appropriate safeguards are in place, such as Standard Contractual Clauses; or
- the transfer is covered by an exception.

Examples of circumstances when your personal information may be transferred outside the UK include:

- Participation in any overseas educational activities, including student exchanges
- Some of our IT systems and services store information outside 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.

Retention

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.
- 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.
- 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 (<https://www.gov.uk/government/publications/european-social-fund-document-retention/european-social-fund-document-retention-guidance>).

Automated individual decision-making processes, including profiling.

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

Your rights

Under Data Protection law 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

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- 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:

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: [Make a complaint | ICO](https://ico.org.uk/make-a-complaint)
Telephone: 0303 123 1113 or write to:

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

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August 2026

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