

# Privacy Notice: School of Art and Design application and portfolio submission.

Edinburgh College 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?

Edinburgh College is the Data Controller. We have an appointed Data Protection Officer (DPO) who can be contacted by emailing: DataProtection@edinburghcollege.ac.uk

# Why are we collecting it and what are we doing with it (Purpose)?

We are collecting your information to process your application to do a course in the School of Art and Design. The application process requires you to submit a portfolio of examples of your Art and Design work, so delivery staff can review your portfolio. You will then be invited to a portfolio review to assess your suitability for the course.

The portfolio you submit will be stored securely and only accessed by certain staff.

# What personal data do we collect?

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| --- | --- |
| **Personal Data** | **Special Category (Sensitive) Personal Data** |
| Name |  |
| Course applied for |  |
| Digital and / or physical portfolio |  |
| Personal Opinions contained within portfolio and noted at an in-person portfolio review |  |

# The lawful basis for the processing

Under data protection law the legal basis for the College in processing your personal data is GDPR Article 6(1)(e) “*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*” The Post-16 Education (Scotland) Act 2013 and the Further and Higher Education (Scotland) Acts 1992 and 2005 require the College to provide quality fundable courses and this is one of the College’s core public tasks.

# Who we share the information with

The College does not share your application and portfolio information with anyone external to the College, unless there is a legal requirement to do so. The College does use third party software providers, for example Microsoft Teams, in those instances appropriate contractual agreements are in place to protect your information.

# How long do we hold the personal data?

The College will not hold your data for longer than necessary. Following the completion of interviews for the academic year, the department will hold the digital portfolio for six months, then securely destroy/delete following College procedures.

We may ask to keep your portfolio to use as an example for future students. We will contact you directly to ask your permission and the portfolio would be anonymised and personal information – for example scans of qualifications would be removed.

# Individuals’ rights in relation to this processing

Under data protection law, individuals have certain rights. Some of these rights only apply in certain circumstances. For this specific processing purpose as well as the right to be informed, you have the following rights:

* Right of access – this means you have the right to access and/or receive a copy of the personal data the college holds about you
* Right to rectification – this means you have the right to correct incorrect or incomplete data held about you
* Right to erasure – this means you have a right to request data about you is deleted/destroyed; we may not always be able to do this dependant on other legal retention requirements for the data
* Right to restrict processing – this means you have the right for the processing to be restricted and normally will link with one of the other rights, for example rectification
* Right to object – this means you can object to the way your data is being processed.
* Rights in relation to automated individual decision making, including profiling – currently the College does not process data in this way

You can exercise any of your rights at any time and the College has a month to respond. To exercise a right, please contact the Data Protection mailbox (DataProtection@edinburghcollege.ac.uk) and your request will be processed accordingly.

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

If you are concerned about how your personal data is being used by the College, in the first instance please contact the College Data Protection Officer (DPO) at [DataProtection@edinburghcollege.ac.uk](mailto:DataProtection@edinburghcollege.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 5A