

## **Privacy Notice: Employer Engagement**

West Lothian College is providing you with this information to comply with data protection law, and to ensure you are informed about how we collect and use your personal data.

### **Who is collecting the information?**

West Lothian College is the Data Controller. We have an appointed Data Protection Officer (DPO), who can be contacted by emailing: [GDPR@west-lothian.ac.uk](mailto:GDPR@west-lothian.ac.uk)

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

West Lothian College engages with local Employers to provide opportunities for our students. Specifically, information about you and your organisation is used for:

- Arranging employment-based events, such as Job Fairs.
- Arranging student placements.
- Contacting you about events and placements.
- Contacting you to seek your engagement with the College.
- Evaluation of student placements and employer engagement events.
- As part of our duty of care, our due diligence and Health and Safety requirements.

### **What personal data do we collect?**

We collect and hold a range of personal data and other information for the above purposes, including:

- Contact details, such as name, title, location/address, email address, and phone number.
- Details about how you engage with us.
- Records of correspondence through telephone, e-mail or post.
- Health and Safety risk assessment details for student placements.
- Visitor and parking records, such as name, organisation, reason for visit and car registration number where you attend an event on our campus.
- If an incident or accident occurs during an event, details about it and those involved.
- CCTV footage/images if you attend an event on campus, as CCTV is in operation.

Photographs and video footage may be taken at events. Where an individual is identifiable, we will seek your consent to use these. The College's marketing team manage this.

The Special Category personal data we collect are:

- Accessibility requirements and dietary requirements (should catering be available) for those attending an event. This is usually limited to the requirement and number of individuals.
- Details about an accident or incident, should one occur, and its impact on named individuals.

### **How are we collecting this information? What is the source?**

Most of the information is collected directly from you. We may also conduct an internet search for contact details you have made available.

### **The lawful basis for the processing**

The lawful basis under UK General Data Protection Regulation (UK GDPR) that applies to most of the processing is UK GDPR Article 6(1)(e) “necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller” (‘Public task’).

In relation to our duty of care and responsibilities under health and safety legislation, the lawful basis is UK GDPR Article 6(1)(c) “necessary for compliance with a legal obligation to which the controller is subject” (‘Legal obligation’). For the processing of any special category personal data, the lawful basis is UK GDPR Article 9(2)(g) “processing is necessary for reasons of substantial public interest” and Data Protection Act 2018 Schedule 1, Part 2, 6 “Statutory etc and government purposes”.

For marketing communications (seeking your engagement with the College), we are relying on the lawful basis UK GDPR Article 6(1)(f) “necessary for purposes of the legitimate interests” of the College. We provide you with the choice to ‘opt-out’ of these communications each time.

For use of photographs/video footage taken at events, the lawful basis is UK GDPR Article 6(1)(a) “the data subject has given consent to the processing of his or her personal data” (‘Consent’). You can withdraw your consent at any time.

### **Who we share the information with**

Your contact details may be shared with partner organisations in the area such as Schools, Colleges, Universities and local authorities in support of any employer engagement activities and event organising.

### **How long do we hold the information?**

We regularly review the information we hold to keep it up to date. We keep your information for up to 3 years following last contact with you.

### **Individuals’ rights in relation to this processing:**

Under data protection law, individuals have a number of rights. The rights that may apply in this instance are as follows:

- **Right to be Informed** – i.e. this privacy notice.
- **Right of Access** – you can request access or copies of your personal data.
- **Right to Rectification** – you have the right to correct inaccurate or incomplete data.
- **Right to Erasure** - you have the right to request your personal data held is deleted.
- **Right to Restrict** –you have the right to restrict processing of your data.
- **Right to Object** –you can object to how your data is processed
- **Right to Data Portability** –you can request your personal data in a machine-readable format (e.g. a .csv file). You can also request that the organisation transfers the file to another organisation.
- **Right to withdraw your consent** – where consent is the lawful basis, you can contact us to ask us to no longer process your personal data.

To do this, or to exercise any of your rights please email the data protection mailbox at [GDPR@west-lothian.ac.uk](mailto:GDPR@west-lothian.ac.uk)

**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 can you contact the College Data Protection Officer (DPO) at [GDPR@west-lothian.ac.uk](mailto:GDPR@west-lothian.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-datamatters/raising-concerns>

You can email them at [casework@ico.org.uk](mailto: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 5AF