

## **Privacy Notice - Future Skills Regional Impact Aligning Curriculum for Tomorrow's Workforce Conference and Working Group**

### **Who is collecting your personal information?**

West Lothian College is the Data Controller. We have a 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?**

The aim of the conference and ongoing work of the delegates is to align the skills and courses colleges and universities in the region (Edinburgh, Lothian and Fife) offer with the changing needs of industries, and specifically the construction and healthcare industries. The organisations involved include Colleges and Universities, plus representatives from relevant industries.

We are collecting and using your information to:

- Register you for the conference.
- Communicate with you about the conference.
- Distribute conference materials, such as copies of slides.
- Contact you to seek feedback from you after the conference.
- Facilitate working groups and continued work.

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

We collect your name, email address, name of organisation, your faculty/department and any dietary requirements (for conference catering) from you directly.

### **Our lawful basis**

Under UK General Data Protection Regulation (UK GDPR) our lawful basis to use your personal information for the purposes above is 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 aim of the conference and ongoing work fits with the College's and sector's remit as public bodies.

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

We will share your name and contact information with the other delegates to facilitate further work and collaboration; please contact us if you wish to opt out of this by emailing: [execadministration@west-lothian.ac.uk](mailto:execadministration@west-lothian.ac.uk)

### **How long do we hold your personal information?**

We will retain your information for 1 year after completion of the conference, then destroy securely.

### **Your rights in relation to this processing**

Under data protection law, you have several rights when your personal information is processed; the rights that apply for this are:

- Right to be informed – this privacy notice addresses this.
- Right of access – request access and copies of your personal information held by the college.

- Right to rectification – request that inaccurate or incomplete personal information be corrected
- Right to object to processing (including direct marketing).
- The right to restrict processing.

To make a request, please email [GDPR@west-lothian.ac.uk](mailto:GDPR@west-lothian.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 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 you can complain to the regulator of data protection, the UK Information Commissioner's Office (ICO). There is guidance on the ICO website: <https://ico.org.uk/make-a-complaint/>

You can contact them via their website, call them on 0303-123-113, or send a letter to;

Customer Contact  
Information Commissioner's Office  
Wycliffe House, Water Lane.  
Wilmslow  
SK9 5AF