

## **Privacy Notice – Equipment Distribution Process: Scottish**

### **Council for Voluntary Organisations (SVCO) Data**

#### **Controller of the information being collected is:**

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF  
ICO Registration Number: ZA004894

**For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: [dpo@wcs.ac.uk](mailto:dpo@wcs.ac.uk)**

#### **This privacy statement relates to the following process:**

This relates to the way the College uses your data when you sign an agreement to record receipt of a laptop (Chromebook) and/or wifi kit through the Connecting Scotland programme. You can see details of the programme here: <https://connecting.scot/>

#### **Your information will be used for the following purposes:**

Your data will be used to administer the laptop/wifi kit programme, communicate with you, offer advice and training, and inform Scottish Council for Voluntary Organisations (SCVO) where laptops are distributed.

**Our lawful basis for using the data is 'contract' and 'public task in the public interest'; we use this information to supply you with equipment which will help support your learning and teaching activities when working off-campus.**

**The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is that there is a substantial public interest, as laid out in the Data Protection Act 2018, Schedule 1, 6. 2(a): a function conferred by an enactment or rule of law (The Education (Additional Support for Learning) (Scotland) Act (2004)**

**If you were to withhold the personal information we require for this process, the consequences would be that we may be unable to supply you with the equipment.**

#### **Your data will be shared with the following recipients or categories of recipient:**

SVCO. You can see their privacy notice here: <https://connecting.scot/privacy>

Relevant local Council(s).

Scottish Government.

**This process does not involve your data being sent outside of the UK.**

**The processing of your data does not involve automated decision making.**

**Your data will be retained for two years from the date of delivery of the equipment.**

#### **The following rights are rights of data subjects:**

- 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

**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

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Visit: <https://ico.org.uk/>**

Signed off: Head of Student Services, DPO

Date: December 2022