

## **ASET Privacy Notice**

May 2018

This privacy notice provides you with information about us, why we collect information from you, what we do with the information we collect from you, who we share your information with and your rights under General Data Protection Regulations ("GDPR") in relation to that information.

When you enroll on a Training Course with ASET, we collect personal information about you, in order that we can identify you. We process (this means to do anything with the information such as to collect, store, use, access, destroy or share) information which relates to you, in accordance with GDPR.

"Personal data" means recorded information we hold about you from which you can be identified or may be identifiable. It may include contact details, other personal information, photographs,

If you have any questions on the policy you can contact our Data Protection Officer on the contact details noted below.

### **Why do we collect data about you?**

When you enroll as a delegate at ASET we collect personal data from you which is information which can be used to identify you. We also collect information about you which tells us more about you so that we can ensure fairness and transparency in our training, delivery and assessment.

We collect data from you which may be used to verify your identity and deliver your training. Your data may also be used for archiving purposes in the public interest and for statistical purposes.

By processing your data we are fulfilling our obligations as a wholly owned subsidiary of North East Scotland College, under the requirements of the internal and external auditors

Education (Scotland) Act 1980 and in order to comply with other legislation, for example the Equality Act of 2010.

We will process your personal data where the processing is necessary to comply with our contractual and legal obligations

We may also process your personal data where we need to protect your interests (or someone else's interest), or where it is needed in the public interest or for official purposes.

We will only process "special categories of data" about health where we either have your explicit consent, or if we are legally required to do so.

**We collect information about you:**

- If you make a course enquiry, course booking and payment with us or otherwise provide us with your personal details (such as your name, contact details, e-mail address etc ) and;
- from your usage of the Site and any other information you post on the Site, e-mail or otherwise send to us.

**We will use your information to:**

- enable us to supply you with the services (such as course content and materials) and information which you have requested;
- carry out our obligations arising from any contracts entered into between you and us;
- analyse the information we collect so that we can administer, support and improve and develop the services we offer;
- provide you with access to certain parts of our Site;
- Carry out other purposes consistent with the proper performance of our operations and business

ASET may also use your data for marketing purposes to contact you :

- in order to send you details of related information which may be of interest to you;
- for your views on our products and services.

ASET will always ask for consent before contacting or adding you to any mailing list for marketing purposes. You will also be able to change your mind at any time.

## **Data Protection Principles**

We will comply with the six data protection principles in the GDPR, which say that personal data must be:

1. processed fairly and lawfully and in a transparent manner;
2. collected for specified, explicit and legitimate purposes and processed in accordance with such purposes;
3. adequate, relevant and not excessive for the purpose;
4. accurate;
5. not kept longer than necessary; and
6. processed in a way that protects the integrity and confidentiality of the personal data.

We shall ensure we can show that we have complied with the data protection principles.

## **Sharing your Data**

We may also share your data with the following awarding bodies;

CISRS, City& Guilds, EAL, ECITB, EMTA, JTL, IADC, IOSH, NEBOSH, Nautical Institute  
MCA, OPITO, SQA

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations that we share data with

## **How long will we keep your Data?**

Your data will be kept in line with our Data Retention schedule which details how long we keep your enrolment data. The retention period for delegate enrolment data is currently 6 years.

## **Your Data Rights**

You may have the following rights over your data, which are set out in the GDPR. These rights are not automatic and are dependent on the provisions of the GDPR. If you are unsure of your rights or wish to exercise any of your rights, you may contact ASET's Data Protection Officer. You have rights to:

- request access to your personal data; request that we make corrections to your data if it is not accurate;
- erase your data (under certain circumstances); object to us processing your data or to ask us to stop processing your data (under certain circumstances);
- withdraw consent for processing (only where consent is the lawful basis for processing your data);

- complain to the Information Commissioner's Office;
- know whether your data is collected to satisfy a statutory or contractual requirement and the consequences of you not providing personal data;
- be told whether your data is used for automated decision making, including profiling, the logic involved and the consequences of the decision making (if appropriate); and
- be told if processing beyond the original purpose of the collection of your data is to be carried out.

## **Data Protection & Security**

We will only process your personal data for the specific purpose or purposes notified to you in this document. Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you. We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed or updated. Please notify us if your personal details change or you become aware of inaccuracies in the personal data we hold about you. ASET will process your data only in accordance with GDPR, this Privacy Notice and in adherence to ASET's Data Protection Policy and other relevant policies. ASET will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

## **Data Protection Officer**

If you have any questions relating to your personal data, its processing or your rights as a Data Subject, you should contact the Aset's Data Protection Officer in the first instance:

Data Protection Officer  
 Jacqueline Gillanders  
 North East Scotland College  
 Gallowgate  
 ABERDEEN  
 AB25 1DN

[dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

Should you be unsatisfied or you believe that your data is not being processed in accordance with the Data Protection Act or the GDPR, you may complain to the Information Commissioner's Office (ICO). Further information, including contact details can be found on the ICO's website at <https://ico.org.uk/for-the-public/>.

