

PRIVACY NOTICE

LAPTOP LOAN SCHEME

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE

If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

Why we use your information

The College will use your personal information for the purposes of:

- Assessing eligibility criteria
- Supplying you with the loan equipment
- Administering the Laptop Loan Policy
- Reporting to the Scottish Funding Council

Personal information collected

- Contact details. E.g. name, address, contact numbers, email address
- Student Number and Course
- Evidence of eligibility to qualify for the programme (residency and funding)

Our lawful basis for using this information

Article 6 (1)(b) Contract: the processing is necessary for a contract or to take specific steps before entering a contract.

Sharing Your Information

The College may share your information with the following:

- Scottish Funding Council
- Scottish Government

Retention of Information

The College will retain your personal information as long as necessary to meet the purpose, and as outlined below:

- Until statutory reporting requirements have been met

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Your Rights

You have the following rights in relation to the personal information the college use:

- Right of access to confirmation of processing and copies of your personal data
- Right to rectification if personal data we hold about you is incorrect
- Right to restrict processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.

In some circumstances you also have the following rights:

- Right to object to our processing of your personal data
- Right to request erasure of your personal data (deletion)
- Right to data portability