

PRIVACY NOTICE

Test and Protect (COVID19)

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 protecting the Health and Safety of our students, staff and visitors by:

- Collecting daily attendance information related to your physical attendance to any Campus building
- Sharing relevant contact details with NHS Scotland Contract Tracers in relation to the Scottish Government Test and Protect initiative.

Personal information collected

- Contact details. E.g. name, address, contact numbers, email address
- Course details (where applicable)
- Job Title (where applicable)
- Relevant information on locations accessed within the Campus building

Our lawful basis for using this information

- **Article 6 (1)(c) Legal Obligation:** The use is necessary for the compliance with a legal obligation to which the controller is subject to.

Sharing Your Information

The College may share your information with the following:

- NHS Scotland

Retention of Information

The College will retain your attendance information collected for Test and Protect in accordance with the Scottish Government Guidance, for 21 days.

Your Rights

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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