

Privacy Notice for Personal Learning Support Plans and Wellbeing Plans

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent about how we collect and use your personal data.

This Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use it. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at dataprotection@ayrshire.ac.uk

This privacy notice relates to the following process:

Student Personal Learning Support Plans (PLSP).
Student Wellbeing Plans (WP)

Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

- Assessments may be completed by either The Education Support Team or The Supported Learning Team. These teams can then make recommendations to College staff for reasonable adjustments that could be made in the classroom/learning environment and alternative arrangements for assessments. The Education Support Team/Supported Learning Team will also make notes in the PLSP of any future support meetings with you.
- To support your wellbeing needs. The Engagement and Wellbeing Team will assess your wellbeing needs and make recommendations of support for wellbeing within the classroom/learning environment.

Our lawful basis (reason) for processing your information is / are:

- Legal obligation and Public Task

The College is required to provide support and make reasonable adjustments under the Equality Act 2010.

The Post 16 Education (Scotland) Act 2013 requires the College to provide quality fundable courses and provide appropriate support for students.

Where you have authorised that your personal information is disclosed to a third party (such as a parent or guardian, or another organisation) then the lawful basis for this disclosure is consent (Article 6(1)(a)). You can withdraw this consent to disclosure at any time by contacting SE@ayrshire.ac.uk.

Special category (sensitive) data

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

- Use is necessary for reasons of Substantial Public Interest, relying on the following condition: DPA Schedule 1 Part 2 Statutory etc and government purposes 6 (2) (a) conferred under the Equality Act 2010.

What information do we collect about you?

We collect the following personal data to allow us to provide relevant reasonable adjustments to support you during your course.

Personal Data	Special Category Personal Data – if relevant to your PLSP/WP
Name (first name, surname)	Disabilities/Learning Support needs
Date of Birth	Evidence of disability
Student number	Health Conditions
Address	Sexual Orientation
Telephone number	
Email address	
Parent/Key worker (if applicable)	
Third Party Contact (if applicable)	
Course title	
Destination	
Campus	
Carer	
Care experienced	
Estranged	

Where you have provided 'special category data' (e.g. ethnicity, sexual orientation, race, health data) we may use this information to carry out statistical analysis to ensure we're advancing equality of opportunity and treatment for all student groups.

This enables the College to meet its duties under the Equality Act 2010. This information will always be anonymised.

How do we collect it?

Most of the information is collected directly from you but we also generate information by screening students if they disclose Specific Learning Difficulties or Wellbeing concerns. We may also receive information from Local Authority Agencies, Schools, Social Work, Skills Development Scotland (SDS), National Health Service (NHS), and Educational Psychologists.

You are obliged to provide your information for the purpose of applying for additional learning support during your attendance at College. A PLSP/WP is optional, but the support / adjustments cannot be offered if information is not provided.

If you were to withhold the information we require for this process, the consequences would be:

- We would not be able to develop a WP to provide wellbeing support or a PLSP for access to additional learning support.

Information used for statistical analysis is always anonymised.

Who do we share your information with?

Your personal information will, or may, be shared with the following organisations or College departments:

- We use the information on the PLSP/WP to make recommendations to College staff for reasonable adjustments that could be made in the classroom/learning environment and alternative arrangements for assessments.
- We may share information with our College Counsellors and Liaison Officers to provide additional support.
- We may share personal data with Educational Psychologists, NHS, Local Authority Agencies and support suppliers (third party suppliers). All data is shared to support the student's disclosed need.
- If you are a student on a School-College Partnership programme, we ask your Guidance Teacher for information and evidence about your learning support needs. We also share information with Local Authority Agencies.

Limited personal data will, or may, be shared with contracted third parties to enable provision of services for the purposes of teaching, learning and administrative support and IT provisioning. Your personal data will be transferred and stored on these systems. Examples include but are not limited to:

- MS Office IT systems (including email and Teams).
- Educational Software Solutions (ESS) (Student Records System)

Where you have requested that a third party (either an individual or an organisation) is kept up to date with your progress at College, we will do this but will only disclose your personal information with your permission.

In line with the Ayrshire College Safeguarding Policy, we may share information with the College's Safeguarding Team if, in our judgement, an individual's safety may be at risk, or if the information sharing is essential for effective safeguarding and promoting the welfare of children, young people, parents, carers, adults and others who may be affected by their actions.

All information sharing is carried out securely, and with appropriate documentation in place.

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the UK.

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Retention

We hold the data in your PLSP/WP for 6 years after your final term end date. The information will then be destroyed securely following College procedures.

Automated individual decision-making processes, including profiling.

We do not use any automated individual decision-making about you.

Your rights

Under Data Protection law you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- 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

In addition, 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
- The right not to be subject to automated decision making, including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way we have handled your personal information, please contact our Data Protection Officer in the first instance:

email dataprotection@ayrshire.ac.uk

Telephone: 0300 303 0303 or write to:

Data Protection Officer
Ayrshire College, Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the ICO about our handling of your personal data:

email: [Make a complaint | ICO](https://ico.org.uk/make-a-complaint)

Telephone: 0303 123 1113 or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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