

Privacy Notice – for Enterprising Students Programme

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 in how we collect and use your personal data.

Your privacy and trust are very important to us and 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 your data. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Data 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:

Administration of the Enterprising Students Programme.

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

The Enterprising Students Programme is funded by The Ayrshire College Foundation and offers any student the opportunity to apply for up to £5000 funding to start their own business or develop their existing business. By registering your interest on this form we will assign you a business mentor to support you through the process of writing a business plan. Once completed you will be invited to present your plan to a panel consisting of Ayrshire College Foundation Trustees and members of the Ayrshire College Management team.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



We require this information because we need to update the funding body trustees (Ayrshire College Foundation) on the level of interest with this project. They are interested in demographic data that shows who is attracted to this project and the subsequent milestones you meet along your funding application journey. We would not share personal information like your name/email address, only gender, age, course of study, town of residence (to show reach across Ayrshire) and your overarching business idea. We require your name/email address so that we can communicate with you about the various milestones of the funding process. This will be shared with our partner organisation; Young Enterprise Scotland, who will be mentoring you throughout the business planning process.

We collect and use your information for the following purposes:

- To communicate with you when you register an interest
- To process your application
- To arrange mentoring support
- To update the funding body trustees

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

- Use is necessary for the performing a task in the public interest or under official authority vested in us.

What information do we collect about you?

Name
Email address
Course
Town of Residence
Age
Gender

How do we collect it?

Your personal information is collected when you enquire about our services in person, on the phone or via email and when you register your interest in the Enterprising Students Programme via the website.

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Who do we share your information with?

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

- We share your contact details with our partner Young Enterprise Scotland, who will be mentoring you throughout the business planning process.
- We share your demographic data only with the funding body trustees (Ayrshire College Foundation)
- Enterprising Students Panel – Trustees and key members of the Ayrshire College Management team
- Ayrshire College Finance team – if your application for funding is successful

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the European Economic Area.

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.

Your information will be held securely on our Ayrshire College and Young Enterprise networks. Successful applications would be kept for 12 months from the decision date of the Enterprising Students Panel advising you of the outcome of your funding application. (Unsuccessful applications will be kept for three months) Beyond those dates the data will be destroyed confidentially.

Automated individual decision-making processes, including profiling.

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

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Your rights

Under Data Protection Legislation 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 the College has handled your personal information, please contact our Data Protection Officer in the first instance:

Lisa Powell, Data Protection Officer, 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 Information Commissioner's Office about our handling of your data:

email: casework@ico.org.uk; Telephone: 0303 123 1113 or write to:

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

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