



Dundee College is a charity registered in Scotland, No. SC021188

DATA PROTECTION ACT REGISTRATION PRINCIPLES

Dundee College is registered as a Data Controller and subscribes to the Data Protection Principles contained in the Data Protection Act 1998. By signing the enrolment form you consent to Dundee College holding and processing your personal data for all purposes connected with your studies in college and with the college's statutory and business requirements. What this means is:

- The information given on the enrolment form will be held on a computer and you have the right to inspect this record; requests to view computer records should be sent to the College Secretary, Dundee College, Kingsway Campus, DUNDEE DD3 8LE.
- The personal information will be used to record your academic progress, achievements and attendance.
- Data collected will be used to prepare claims for funding that is shared with a range of external funding organisations including the Scottish Funding Council (SFC) and Dundee City Council (on behalf of the Dundee Partnership Employability group).
- If your training is sponsored by an employer or managing agent the college will disclose relevant information on your progress, achievements and attendance to the sponsor.
- Data on your progress will be disclosed, as appropriate, to educational awarding bodies such as the Scottish Qualifications Authority (SQA).
- Information about you – for example age, gender, ethnic origin – will be used to support educational provision in Dundee College and in Scotland but you will never be identified in this information.
- All organisations with which we share information will comply with their obligations under the Data Protection Act.

Please turn form over.....

SKILLS DEVELOPMENT SCOTLAND (SDS) DATA ACCESS AGREEMENT

Dundee College would like to share the following information about you with Skills Development Scotland, including:

- your name, your address (including postcode), your date of birth, course code details and your Scottish Candidate Number

Skills Development Scotland will use the information about you for the following purposes:

- to contact you to offer advice and support should you leave your course at Dundee College prior to completion; and
- to conduct research and analysis into student destinations

Dundee College will only share this information if you are between 15 years 6 months and 20 years old on 1 August.

If you would prefer that Dundee College does not share this information with Skills Development Scotland, it is important that you **do not** tick the box on your enrolment form.

You should retain this document for information and future reference