



Privacy Notice

Abertay University is your data controller under the General Data Protection Regulation and Data Protection Act 2018 ('GDPR'): Abertay University, Bell Street, Dundee, Scotland, DD1 1HG Tel: +44 (0)1382 308000.

This Privacy Notice explains what happens to personal data for the LIFT OFF programme. It means Abertay University is responsible for deciding how personal information is collected and processed. The University will collect some personal data from participating school pupils (described in this Privacy Notice) because it is necessary to provide participation in the programme and to support their health and wellbeing while doing so.

Where Electronic files are stored on a secure database in the LIFT OFF Office, with paper files being held in a secure, locked cabinet.

Who The personal data we collect and use relates to LIFT OFF Pupils and Student Volunteers. The only people who have access to this personal data are the LIFT OFF Manager, LIFT OFF Development Workers and the LIFT OFF Administrator.

When We collect your personal data when you consent to joining the LIFT OFF Programme and at various other times during your LIFT OFF involvement, for example, if you join a LIFT OFF event or another part of the LIFT OFF programme.

We process your data immediately upon you leaving school and one year later.

How long Personal data is held for current year only in active files. Personal data for the past 3 years is held in our archive and then is deleted three years later.

Why Information is held so that we can provide services and assistance from LIFT OFF for the purposes of accessing educational and learning opportunities at Abertay University. More detail is provided below. Also, LIFT OFF is obliged to provide the Scottish Further and Higher Education Funding Council with some information on what participating pupils do immediately upon leaving school, with a follow-up one year later. Further details are provided below.

Tracking and monitoring reports may be used to support pupil progression. These reports may include, but are not limited to, details of pupil timetables and subjects; target and working grades; any help or assistance already in place and any relevant personal information that would facilitate better support for the pupil from LIFT OFF.

Any health or dietary information provided will be passed confidentially to any partner agencies hosting events/activities on our behalf. This is to ensure pupils' health and wellbeing while working with LIFT OFF. This data will be used solely for these purposes. This is done anonymously with no identifying data given.

Abertay University are obliged to provide the Scottish Further and Higher Education Funding Council information on what participating pupils do immediately upon leaving school, with a follow-up one year later. Therefore, pupils' names, dates of birth, post-code, Scottish

Candidate Number (SCN) and school will be passed to a third party (Skills Development Scotland) who will use this data to provide us with this information. Any such information will only be presented anonymously (e.g. as statistics in our reporting) and no individual will ever be personally identified.

Where the University seeks to collect and use personal data for purposes out with the management of an individual's participation in this programme, it will seek pupils' agreement. Personal information will only be used for the purposes under which it was collected.

A copy of the procedures relating to health, safety and protection of pupils on the LIFT OFF programme is available on request.

Legal basis for processing Pupil consent is obtained when joining the LIFT OFF Programme and at other intervals if you chose to attend LIFT OFF events. Parental consent is gained when the pupil joins the LIFT OFF Programme in S4.

Legitimate interests of the data controller For the management and reporting of the LIFT OFF Programme

Data subject rights:

You have the right to request access to, copies of, and correction or deletion of, personal data held by the University and can request that we restrict processing or object to processing as well as the right to notification of this; to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation, subject to conditions). Not all individual rights are available in all situations.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. We will explain the consequences of doing so in any particular case if you contact us to withdraw consent.

The University strives to ensure that all personal data remain current and accurate. If you would like a copy of any the personal data about you held by the University you can request this (contact details below). If you become aware of any incorrect personal data held by the University you have the right to request that this is rectified. There are some areas where the University relies upon you to inform it of any changes to your personal data, so please tell us of any changes.

Complaints

Please contact the LIFT OFF team in the first instance if you have any issues with the use of your personal data.

LIFT OFF Manager,
LIFT OFF
B1.5 Burness Building
Fife College
Stenton Road
Glenrothes
Fife
KY6 2RA

Tel: 01592 223250

If you still have issues, please contact Abertay University Academic Registry.

You have the right to complain to the Information Commissioner's Office:

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

Tel: 01625 545745