

FAIR PROCESSING NOTICE

In line with the Data Protection Act 1998 and associated Codes of Practice, the College, as Data Controller, is required to advise students about the use of personal data or information, including sensitive personal information, which they are asked to provide. This information may be used during enrolment on any College course and after such a course has been completed. The information will also be shared with others in the education and training community.

Personal Data

The Data Protection Act 1998 defines Personal Data as data that relates to a living individual who can be identified:

- (a) from those data; or
- (b) from those data and other information which is in the possession of, or likely to come into the possession of, the data controller,

It also includes any expression of opinion about the individual, and any indication of the intentions of the data controller or any other person in respect of the individual.

Personal data will therefore include basic details such as name, address, telephone number, and date of birth.

Sensitive Personal Data

Certain data are classified under the Act as Sensitive Personal Data, for example:

- racial or ethnic origin;
- religious or other beliefs of a similar nature; and
- physical or mental health or condition.

How the College Uses Student Information

The College will process student data (that means collect, store and use the information provided) in a manner that is compatible with the Data Protection Act and the eight Data Principles. It will endeavour to keep information accurate and up-to-date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept, but in most cases the College will comply with its own Document Retention Schedule. The College's Document Retention Schedule can be accessed on the College's website or obtained from the College.

The College's aim is not to be intrusive. It undertakes not to ask irrelevant or unnecessary questions. Moreover, the information provided will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Why Does the College Need to Collect, Process and Store Personal Data?

The Personal Data and Sensitive Personal Data provided on this form will be used solely in connection with your enrolment as a student at the College. The College is committed to ensuring that the information collected and used is sufficient for the purposes required and does not constitute an invasion of privacy. The College is however, sometimes required to pass certain personal and sensitive personal data to other organisations.

These organisations are:

- the Scottish Funding Council – for statistical and funding purposes. The Scottish Funding Council will use this information in a further aggregated form to produce a sector report and to advise Scottish Ministers;
- the Scottish Government – for statistical and funding purposes. The Scottish Funding Council and the Scottish Government have responsibility for improving Education in Scotland as well as planning for future provision of both further and higher education and the funding of institutions and students. From time-to-time students may be approached by either the Scottish Funding Council or the Scottish Government, and or their partners, to take part in research and surveys to help them with this task;
- the Scottish Qualifications Authority – for registration, assessment, examination, certification and achievement purposes;
- Local Authorities – in relation to students who are School pupils or come within a Social Work order or project;
- the University Central Admissions Services – in respect of university applications;
- other Colleges – related to applications for entry;
- European Funding Authorities – in respect of attendance on European funded courses; and
- Skills Development Scotland – should you leave your course at College prior to its completion this will allow Skills Development Scotland to contact you to offer advice and support should you wish it. It will also enable Skills Development Scotland to conduct research and analysis into student destinations.

In addition, the College will provide your name and contact details to the Glasgow East Regeneration Agency to enable them to contact you regarding advice on local employment opportunities and offer support to assist you in obtaining employment.

John Wheatley College is committed to equality and diversity. In order to monitor the operation of its equality policies and schemes it is necessary to collect certain key information for the purposes of monitoring. The information relating to equalities is aggregated and published on an annual basis in the College's Equality and Diversity Report, a copy of the Report is available on its website at www.jwheatley.ac.uk

The College is obliged to keep data secure and use them only for the purposes indicated above.

You have a right to inspect any records of which you are the subject. Requests to view records should be directed, in writing, to the College Principal.

Please return your completed Application Form to:

Advice Centre
John Wheatley College
2 Haghill Road
Glasgow G31 3SR

Tel: 0141-588 1500

Email: advice@jwheatley.ac.uk

Please note: The College will not contact you until an interview has been arranged.



Thank you for applying to John Wheatley College. To make sure that your application is processed quickly, and that we can provide any additional support you might need, please complete as much of the form as possible.

Please also remember to put in a contact telephone number so that we can get in touch should we require any further information or clarification.

Surname:	
First Name:	
Address:	
Post Code:	
Telephone No:	E-mail:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <small>Please Tick</small>	Date of Birth:

Ethnic Origin (this information is for Equal Opportunities Monitoring Purposes Only)

<input type="checkbox"/> Information refused/not known	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Scottish	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Other British	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Any other White Background	<input type="checkbox"/> Black African
<input type="checkbox"/> any other Mixed Background	<input type="checkbox"/> Other
<input type="checkbox"/> Indian	

Are you presently registered as unemployed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you receive benefits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the length of time unemployed.	years <input type="text"/> months <input type="text"/>	If yes, which benefit?	<input type="text"/>

**HOW DID YOU FIND OUT ABOUT JOHN WHEATLEY COLLEGE?
PLEASE TICK APPROPRIATE BOXES**

Newspaper Advert	<input type="checkbox"/>	Open/Information Day	<input type="checkbox"/>
Prospectus	<input type="checkbox"/>	Friend or Relative	<input type="checkbox"/>
Course Information leaflet	<input type="checkbox"/>	Member of College Staff	<input type="checkbox"/>
Other	<input type="checkbox"/>	College Webpage	<input type="checkbox"/>

TO TELL US MORE ABOUT YOU - PLEASE TURN OVER

QUALIFICATIONS AND/OR OTHER LEARNING

To help us devise a programme of study which meets your particular needs please complete the sections below wherever appropriate.

(a) School Learning

Subject	Level	Result	Year

(b) Other Learning (e.g. college & community learning)

Subject	Where Studied	Level	Year

ADDITIONAL INFORMATION

PLEASE INDICATE ANY EMPLOYMENT TRAINING, WORK EXPERIENCE, VOLUNTARY WORK OR HOBBIES.

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- | | Yes | No |
|--|--------------------------|--------------------------|
| Have you been resident in the UK for the last three years? | <input type="checkbox"/> | <input type="checkbox"/> |
| The College has arrangements for students who require physical assistance in an emergency evacuation. Would this apply to you? | <input type="checkbox"/> | <input type="checkbox"/> |
| The College provides a service for people with disabilities and other learning needs. Would you like more information on this? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you require further information on assistance with childcare? | <input type="checkbox"/> | <input type="checkbox"/> |

IF YOU TICKED YES, PLEASE INDICATE WHAT EXTRA HELP YOU REQUIRE.

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DECLARATION

I declare that the information given above is, to the best of my knowledge, true.
If offered a place at the College I also agree to adhere to the College regulations.

SIGNATURE

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DATE

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