

PRIVACY NOTICE



Privacy Notice – Personal Learning Support Plan

Last Reviewed: 12 June 2025

Next Review: June 2026

The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD ICO Registration Number: Z9720531

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

This privacy statement relates to the following process:

This notice refers to the information you share with the College when you discuss any additional support needs you may require for your studies, or any other aspect of your attendance at college.

Your information will be used for the following purposes:

Your information will be used to:

- Assess your support needs
- Record your support needs
- Share (limited) information with College staff to enable support services to be offered
- Share with external organisations if required (only where you have agreed to this)

Our lawful basis for using the data is:

Use is necessary for us to comply with the law; that law being the Education (Additional Support for Learning) (Scotland) Act 2004

You have given consent (for sharing with external organisations)

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

It is necessary for reasons of substantial public interest, as per Data Protection Act 2018, Schedule 1, 6. (2)(a), relating to a rule of law; that law being the Education (Additional Support for Learning) (Scotland) Act 2004

You have given explicit consent (for sharing with external organisations)

If you were to withhold the personal information we require for this process, the consequences would be that we may be unable to offer you support services.

Your data may be shared with Pico Educational Systems (online dyslexia screening service) where you have agreed to undergo QuickScreen dyslexia screening (QuickScreen) tests. You can see their privacy notice here:

<https://qsdyslexiatest.com/privacy-policy>

Your data will be shared with Theorise, where you have agreed to receive mentoring services. You can see their privacy notice here. [Privacy Notice for Students.pdf](#)

Your data will, or may, be shared with external organisations such as Council Social Care Services, Student Awards Agency Scotland (SAAS), Other Educational Establishments, Universities and Colleges, Awarding Bodies, suppliers of support services etc (where you have given explicit consent).

This process does not involve your data being sent outside of the European Union.

The processing of your data does not involve automated decision making.

Your data will be retained for the length of your course, plus six years.

The following rights are rights of data subjects:

- 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

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

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: casework@ico.org.uk