

Privacy Notice – Photographic ID

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:

The College will process data to create a College ID card, for security purposes, and to maintain the record of that card. The College will also process your photographic image on College electronic services, such as Office 365, Outlook, MS Teams, Moodle VLE, etc.

Your information will be used for the following purposes:

An ID photograph is required for security and identification purposes: on College premises, and across College electronic services. Use of photographic ID on College electronic systems will:

- identify staff to other staff
- help new-starts to orient and network
- improve team building, cross college
- improve staff engagement
- avoid fraudulent activity
- avoid responses to, or interaction with, spam or malicious emails
- help with identification for those working remotely from the College campus
- reassure students working remotely that they know who they are dealing with

Our lawful basis for using the data is that use is necessary for the performance of a contract with you.

If you were to withhold the personal information we require for this process, it may be regarded as a breach of contract.

Your data will, or may, be shared with the following recipients or categories of recipient:

Your data may be processed by external third parties, where the College has a contract in place to ensure security of data, and compliance with data protection law.

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 employment contract.

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