

Learner Work Placement Privacy Notice

Introduction

As a Data Controller, South West College (“the College”) values the relationships with all its learners and recognises and respects the importance of protecting the privacy of your personal data when you attend a College work placement. This Privacy Notice is for College learners who are participating in work placement or work experience through the College’s work placement scheme. The College will process all personal data in compliance with GDPR and the Data Protection Act 2018 to meet our statutory obligations.

This Student Placement Privacy Notice should be read in conjunction with South West College’s “the College” Privacy Notice – Application and Enrolment.

We will never ask for information that is unnecessary to deliver this service. SWC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Nicola Nugent.

The College’s registration reference number with ICO is Z1124639.

Categories of Personal Data

As a learner of the College, you may participate in a work placement or work experience scheme with an external placement provider. In order to provide you with a placement in a safe and secure manner, the College will need to process the following categories of personal data and special category personal data:

- Name
- Address
- Contact details
- Next of kin (emergency contact)
- Course details
- Over/under 18 years of age
- Disabilities and/or learning difficulties (special category personal data)

- Medical conditions (special category personal data)

Lawful Basis – Personal Data

Our lawful basis for processing your personal data in relation to your work placement or work experience are as follows:

- **Article 6(1)(e)** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- **Article 9 (2)(g)** – processing is necessary for the Substantial Public Interest on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- **Schedule 1, Part 2(16)** – Support for individuals with a particular disability or medical condition.

Placement Providers

Your work placement provider is a joint “data controller” in relation to the above types of personal data (and special category personal data) which they hold for the provision of the placement. Accordingly, your work placement provider shall only process your personal data in accordance with GDPR and the Data Protection Act 2018 and the College has entered into a joint data sharing framework with each placement provider in an effort to ensure compliance by each provider.

Who Will Have Access to my Information, or Who Will you Share it with?

The College will only share your personal information (including your sensitive personal data) as outlined above with the placement provider under the lawful basis set out above.

International Data Transfer

Transfer of personal data to the European Union, to third countries or international organisations is restricted under UK GDPR regulations. Overseas sharing will be processed in accordance with [Chapter V](#) of UK GDPR.

The Right to Lodge a Complaint

If you are not happy with how your information is being processed by the College, please

contact the DPO:

*Data Protection Officer
South West College
2 Mountjoy Road
Omagh
Co Tyrone BT79 7AH
Email: gdpr@swc.ac.uk*

If you are dissatisfied with the College response, you have a right to complain to the Information Commissioners Office (ICO).

The ICO contact details are:

*Information Commissioner's Office
Wycliffe House
Water Lane
Cheshire SK9 5AF
Tel: 0303 123 1113 or 01625 545 745*

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Use of Artificial Intelligence (AI) and Automated Decision Making

South West College may use Artificial Intelligence (AI) technologies to support application processing, enrolment management, and to enhance student services. Where AI tools process personal data, this will be done in compliance with UK GDPR and the Data Protection Act 2018. All outputs generated by AI are subject to human review before any decisions affecting individuals are made.

The College will not use automated decision making, including AI, to make decisions that will have significant impacts on data subjects without appropriate safeguards.

Failure to provide personal information

If you fail to provide certain information when requested, we will not be able to fulfil our

legal obligations or deliver the service you have requested.

Changes to this Privacy Notice

This Privacy Notice is reviewed annually, or sooner if there are significant changes in legislation, College Policy, or processing activities.

We reserve the right to update this privacy notice at any time and the current version is available at <http://www.swc.ac.uk/discover/public-information/data-protection>.