



PRIVACY STATEMENT FOR HARMENY SQA CENTRE

This Privacy Statement sets out the data processing practices of Harmeny SQA Centre for the purposes of the General Data Protection Regulation (GDPR) 2018 and related legislation. Please read these terms prior to providing us with your details in any format.

1. Who we are and what we do

Harmeny SQA Centre is a leading provider of quality training for care and education staff across Scotland. The centre is self-funded, based in the grounds of Harmeny School, in Balerno, near Edinburgh. We are able to offer a suite of qualifications, to individuals and external organisations.

The centre is able to offer a flexible and creative approach to learning and training. In addition, we use an online learning platform, Moodle, to assist in the delivery of some of the qualifications we offer.

This statement explains how Harmeny SQA Centre collects and uses personal information in the course of its function and its activities generally.

2. What information do we collect about you?

2.1 Candidates

We will collect personal data from you directly when you enrol on one of our courses.

We will also collect personal information about you that is relevant to your educational journey, the qualification you are studying for and the assessment of your performance in respect of that qualification. This would include, for example, the marking of assessments, post assessment procedures (such as checking and appeals) and the final award of qualifications.

2.2 Others

We also collect personal information about those involved in the delivery of qualifications (including assessors, verifiers, tutors and markers). The personal information we collect will be information relevant to your role and the performance of your responsibilities within that role.

We also collect personal information about those in the arrangement of the delivery of qualifications (local authority coordinators, employers, external venue coordinators, other training providers).

In the course of performing our functions and activities, we may collect or receive personal information about individuals who are connected with candidates (such as their manager) as well as suppliers and members of the public. Personal information may be collected or received directly or it may be shared with us by third parties who are involved with our qualifications as detailed in this document.

We may collect, store and use the following categories of personal data:

- Personal contact details such as name, address, telephone numbers, and email addresses
- Date of birth
- Gender
- Next of kin and emergency contact information

- Location of employment or workplace
- Application information
- Employment records (including job titles, work history, training records and professional memberships)
- Any professional memberships or registrations, e.g. SSSC or GTCS
- Information about any medical condition or disability

3. How we use information

We use the personal information we collect:

- to deliver SQA qualifications
- to award certificates to candidates through SQA systems
- to ensure the quality and integrity of the qualifications we offer and deliver
- to prevent fraud and to investigate alleged misconduct
- for appointee resource planning, verification and management
- for administration purposes
- for statistical and research purposes
- for the purposes of complying with any contractual or legal obligation
- where doing so is necessary for our legitimate interests or to protect your interests
- where doing so is in the public interest

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

4. Data sharing

We may share your personal information with, and obtain information about you, from:

- The SQA
- Student Awards Agency Scotland
- Scottish Government, including government departments and non-departmental government bodies and professional bodies, for example the Scottish Social Services Council and The General Teaching Council for Scotland
- Local authorities
- Schools, colleges and other relevant training establishments
- Other public bodies with educational and vocational responsibilities
- Law enforcement and HM Revenue and Customs
- Organisations with whom we partner to deliver SQA accredited qualifications
- Other service providers and third parties who we use to provide our services

We will share and obtain personal information:

- For the purposes as set out in this document
- To enable us to perform our functions as an SQA Accredited centre
- Where we consider that there is a legitimate public or legitimate interest to do so

All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We permit them to process your personal data only for specified purposes and in accordance with our instructions.

5. Marketing

We may also use personal information to provide you with information about our courses/training and for marketing purposes, but if you tell us that you do not wish to have your personal information used in this way we will ensure you are 'opted out' of receiving marketing materials. We will not share your personal information with third parties to use for marketing purposes.

6. Access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us.

You are also entitled to request the correction or erasure of any data that we hold on you (albeit we are not obliged to comply with all such requests), and to object to the processing of your data.

7. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data as far as possible.

8. Data retention

We will retain your personal data only for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such data without further notice to you.

9. Changes to this privacy statement

We keep this privacy statement under regular review and may update it from time to time. Where we update our privacy statement we will place an updated privacy statement on our website.

10. Contact us

Please contact us if you have any questions about this privacy statement or the information we hold about you:

- By email: admin@harmeny.org.uk
- In writing: Harmeny Education Trust, Mansfield Road, Balerno, Edinburgh, EH14 7JY

If you do not wish to be contacted for marketing purposes, please email us at the email address, above.

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