

## Privacy Notice – ASET Delegates

Aberdeen Skills and Enterprise Training Limited (ASET) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our ASET delegates privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

### Who are we?

ASET is responsible for looking after the personal data you give us when you enrol as a delegate on a course with us. We are known as the ‘data controller’. Our address is:

Aberdeen Skills and Enterprise Training Limited  
Hareness Road  
Aberdeen  
AB12 3LE

Our Data Protection Officer (DPO) can be contacted by email at: [dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

### Why do we collect and use information about you?

When you enrol as a delegate on a course with ASET we collect and use your personal data mainly so we can identify you, provide you with relevant training, assess your learning and provide you with certification on completion.

We will:

- Verify your identity where this is required
- Contact you by post, email or phone
- Administer and provide you with training
- Maintain your delegate record including attendance, assessment and certification
- Process financial transactions including fees payment
- Make any reasonable adjustments required by you in order to participate fully in our training
- Prevent and detect crime, fraud or corruption
- Protect your vital interests e.g. in an emergency situation
- Use your data to ensure fairness and transparency in our training, delivery and assessment

By processing your data we are fulfilling our obligations as a wholly owned subsidiary of North East Scotland College, under the requirements of the internal and external auditors, Education (Scotland) Act 1980 and in order to comply with other legislation, for example the Equality Act of 2010.

### Our lawful basis for the processing

We will process your personal data on the basis of:

- Our contractual obligations, to deliver training and assessments
- Our legal obligations, where the law requires us to process personal data
- Being in ASET’s legitimate interests, unless the need to protect an individual’s data overrides those legitimate interests
- Your consent, for marketing purposes, to send you details of related information which may be of interest to you, or to obtain your views on our products and services

### **What information do we collect about?**

As part of your registration and throughout your training with ASET will we collect and use:

- your name and date of birth
- your contact details, including email address
- gender
- your photo
- your qualifications and work history
- height and distinguishing marks, for specific courses which require physical identification

We also ask for some 'special category data', which means information which is more sensitive. We will ask you about:

- Health data

### **How do we collect information about you?**

We collect this personal information about you:

- If you make a course enquiry, course booking and payment with us or otherwise provide us with your personal details (such as your name, contact details, e-mail address etc ) and;
- from your usage of the ASET website and any other information you post on the ASET website, e-mail or otherwise send to us
- from your employer in the case of company booking
- from awarding bodies
- from North East Scotland College (NESCol), as ASET's parent organisation
- from central agencies, such as Skills Development Scotland (SDS)

### **Who your information will be shared with and why?**

Your data will be shared with:

- the relevant awarding body, so that assessments and qualifications can be verified and awarded. This includes bodies such as CISRS, City& Guilds, EAL, ECITB, EMTA, GWO, IADC, IOSH, JTL, NEBOSH, Nautical Institute, MCA, OPITO, SQA
- NESCol, for student record purposes and Scottish Funding Council (SFC) submissions
- Your employer, to confirm results and certification
- ASET's system suppliers, when delegate information is stored on our behalf

### **How long do we keep your data?**

Your data will be kept in line with ASET and awarding body data retention requirements. The retention period for delegate data varies depending on this, but is securely disposed of when no longer required.

### **Do we transfer your personal information to any third countries or international organisations?**

ASET will transfer personal data outside the UK when overseas delegates register and receive training with us, and when overseas employers make bookings on a delegate's behalf.

### **Do we use automated decision-making processes, including profiling?**

ASET does not use any automated decision-making processes.



## **Your rights**

You have legal rights about the way ASET manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask us to change any data held about you that is incorrect or incomplete
- Ask us to stop using your personal data until it is rectified
- Ask for the use of your data to be restricted
- Ask us to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask us for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The ASET website has more information on [your rights](#) and you can also contact our Data Protection Officer for help.

## **DPO and contact details**

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the NESCol Data Protection Officer in the first instance, using the contact details given above.

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at [www.ico.org.uk](http://www.ico.org.uk)