

PRIVACY NOTICE

College Open Events

Who is the Data Controller?

This privacy notice is for the processing of personal information collected for you to attend a College Open Event.

The data controller for the information being collected and used during is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE. If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

Your Personal information

The following information will be collected:

- Name
- Contact details (email address and phone number)
- Course(s) of interest to you
- If you require a British Sign Language (BSL) Interpreter

How we will use your information

Purpose	Our Lawful Basis
<ul style="list-style-type: none"> • To register your attendance at one of our College Open Events • Contact you with access information and event details • Organise a meet and greet with lecturing staff 	<p>Public Task</p>
<ul style="list-style-type: none"> • Provide you with a BSL Interpreter, if requested 	<p>Additional lawful basis: reasons of substantial public interest</p> <p>Authorised by law DPA 2018, Sch 1, Part 2, 16 – support for individuals with a particular disability or medical condition (Equality Act 2010).</p>
<ul style="list-style-type: none"> • To ask you for feedback on the event via survey <p>If you wish to opt-out from marketing communications, please email marketing@slc.ac.uk</p>	<p>Legitimate Interests</p> <p>The College has a Legitimate Interest to evaluate the success of the event.</p>
<ul style="list-style-type: none"> • Send you marketing information about our course offering and future College open events 	<p>Consent</p> <p>All marketing communications have an unsubscribe button if you no longer wish to receive information.</p>

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Who we may share data with

The College uses EventBrite UK to collect your registration information. You can access their privacy notice [here](#).

Retention of data

The College will retain your personal information as detailed below:

- Information on your registration to attend – 30 days from the date of the College Open Event.
- Survey feedback – 3 months from the date the survey is submitted.
- Direct marketing communications – your data will be held for 2 years.

Your Rights

- Right of access to copies of your personal data (subject access request)
- Right to rectification if personal data we hold about you is incorrect.
- Right to deny use of personal information in local press
- Right to restrict processing of your personal data
- Right to object to our processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.