

PRIVACY NOTICE

Photography and Filming

This privacy notice is for the processing of personal information in relation to the use of photography and filming.

The data controller for the information being collected is South Lanarkshire College (SLC). Our registered office is College Way, East Kilbride, G75 ONE. 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

Identification

SLC may take photographs or film footage for the purposes of identifying of staff and students in line with contractual arrangements.

Educational purposes

SLC may use recordings of teaching sessions for the purposes of assisting students with learning and teaching. Photographs or film footage of students may also be used as evidence for assessment/examination purposes.

Educational purposes for Learning Support

Lectures may be recorded in a variety of ways, e.g., using College owned equipment such as digital voice recorders, Livescribe Pens, Glean, or Huddly's and also students using their own smart device to utilise recording apps or cameras to photograph board work. Agreed method(s) of recording will be detailed within Personal Learning Support Plan Summary information.

For student's recording lectures as part of their learning support program, the student should complete a student agreement form which can be found on the staff portal.

Professional development

Recordings may be used to assist the professional development of staff as part of the framework of professional development activities. Where this is the case staff will be consulted in advance of any recordings being made.

Events

SLC may take photographs or film footage in public or 'semi' public places.

Stock/Close-ups Photos/Filming

SLC may capture close-up photographs/footage of individuals for use as part of its marketing campaigns. The College may share this information with third parties. Use of images/footage for these purposes is based on consent being provided using the College's standard consent form for photography and filming.

Your personal information

The following information will be processed:

- Your name (or company name)
- Course details
- Photographs and/or video recordings
- Comments/quotes

How we will use your information

How we will use the information depends on the college's reason for collecting it. Images or footage gathered for the purposes of identification, learning and teaching, or professional development, will be used internally for those purposes only and may be shared with relevant external professional or awarding bodies where it is compatible with the initial purpose for processing.

Where the images captured are for promotional purposes, your photograph/video image may be featured in the public domain by SLC in the following ways:

- SLC website and social media channels (including Facebook, X (previously called Twitter), Instagram, YouTube, Snapchat, TikTok, and LinkedIn – this data is hosted out with the UK please refer to the privacy policies of these social media providers)
- SLC publications (including Prospectus, staff and student newsletters and/or promotional materials)
- SLC display board promotions (including staff and student, bus external advertising, train station advertising)
- SLC campus buildings

We may also, on occasion, share your photograph/video image with key relevant partners, including:

- Press (including regional newspapers, radio stations and TV broadcasters)
- Funding & Governmental Agencies and partners including Scottish Funding Council, Skills Development Scotland, Colleges Scotland, and College Development Network
- Online news websites
- Secondary schools
- South Lanarkshire Council
- Regional MPs/MSPs

We may reproduce quotes, where these have been provided.

Your contact details will only be used if it's necessary to contact you regarding the use of the images or other personal information.

Our legal basis for using this information

| Purpose of photography or filming | Legal basis |
|---|--|
| Identification | Necessary for contract |
| Educational purposes – recording of teaching sessions; evidence for assessment/examination. | Necessary as part of our public task as a further education college |
| | May be necessary to make reasonable adjustments under the terms of the Equality Act (2010) in respect of providing equal treatment |

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| Educational purposes for learning support – recording of teaching sessions | and equal access to educational opportunities for all students regardless of their disability status. For student’s recording lectures as part of their learning support program, the student should complete a student agreement form which can be found on the staff portal. |
| Professional development of staff | Necessary to conduct the staff contract and necessary in the public interest as we have legal duties to provide learning, teaching and assessment. |
| Capturing public or ‘semi’ public events | Necessary in the college’s legitimate interests where an assessment has been made to balance the aims of the photography/filming with peoples’ rights to privacy. |
| Stock/Close-ups Photos/Filming for marketing purpose | Use is based on your consent, you can withdraw your consent at any time by contacting marketing@slc.ac.uk . Should you withdraw your consent at any time, the College will delete and no longer use any copies that it holds of your image/recording and the accompanying contact details. Published materials already in the public domain are out with the control of the College and cannot be recalled or deleted. |

Transfer of personal data outside the UK

Digital media may potentially be viewed online by any member of the public worldwide; some overseas countries do not provide the same level of protection to the rights of individuals as UK legislation provides. Once the data has been transferred it may be subject to other local data protection laws in the receiving country – or no data protection law at all if no such law exists in the receiving country. Once data has been published in the public domain it is difficult to retract and/or contain.

Retention of Information

SLC will retain information in line with its retention schedule, based on the purpose of collecting and processing the personal information contained in the photographs and video footage.

Where used for marketing purposes, your personal information will be retired from new marketing initiatives 5 years. Thereafter, published images may be kept permanently in an archive to serve as a record of college life and may appear in future commemorative materials or events.

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 restrict processing of your personal data
- Right to complain to the Information Commissioner’s Office about how we handle your data.
- Right to request erasure of your personal data (deletion)
- Right to data portability