

### Lawful Basis

As part of the work of the Scottish Baptist College, we need to process personal data. For the **purposes of promotion** we undertake to gather and process this data on the lawful basis of **consent** and under condition 9(2)d of GDPR, in terms of which we process in the course of legitimate activities with appropriate safeguards. For the **purposes of providing education to students** and the application process we undertake to gather and process this data on the lawful basis of **legitimate interest** and under condition 9(2)d of GDPR, in terms of which we process in the course of legitimate activities with appropriate safeguards.

### Whose information do we hold and why?

Processing is in relation to stakeholders who have registered an interest in the College and prospective students who enquire about studying at the College. Personal data is not disclosed outside the College processes without the consent of the data subjects (i.e. those to whom the data belongs).

### How long will we keep this information & your rights concerning it?

For the **purposes of promotion** we will keep your data until you decide to stop receiving information from us or we stop sending information about the College. You have the right to request access to your personal data held by us, to change and update those details. You can also withdraw consent for us to hold your data at any time and we will immediately take action to delete / destroy it.

For the **purposes of providing education to students** we will keep your data throughout the application process. ***If your application is successful*** then we will continue to store and process this data in the legitimate interest of the pursuit of training and education sharing it with third parties who are part of the provision of education. It may also be archived as part of our historical student records that we are required to keep for your benefit and for the purposes of audits of the College. ***If your application is unsuccessful*** we will not share this information with third parties but we will keep a record of the application for a period of up to 2 years. In either scenario, you have the right to request access to your personal data held by us, to change and update those details.

Note: Your provision of this data is not part of a statutory requirement or obligation.

#### The Data Controller is:

Scottish Baptist College,  
Room E303 Henry Building East, University of the West of Scotland,  
High Street,  
Paisley,  
PA1 2BE

#### The Data Protection Coordinator is:

Graham Meiklejohn  
Email: [graham.meiklejohn@uws.ac.uk](mailto:graham.meiklejohn@uws.ac.uk)

**You have the right to lodge a complaint with the Information Commissioner's Office (the Supervisory Authority for Data Protection) on 0303 123 1113.**