

Who we are?

George Watson's College ("The School") is managed by the Merchant Company Education Board, a registered Scottish Charity (SC009747).

The School's address is George Watson's College, Colinton Road, Edinburgh, EH10 5EG.

George Watson's College, as a Data Controller, is committed to protecting your personal information. In order to do this, it is important that we explain:

- What information do we collect about you?
- Why we collect this information?
- What we need from you?
- How do we collect that information?
- What we do with that information?
- Who do we share information with?
- How long do we keep your information?
- How can you access the information we hold on you?
- Where do we process and store your information?
- How do we protect your information?

What information do we collect about you?

The Swire Chinese Language Centre Edinburgh may collect the following information during the process of teaching those involved in the Swire Programme:

- Class Lists
- Email addresses of student ambassadors
- Information for trips and travel, including medical information
- Photographs or videos of you at events or activities arranged through the Swire Chinese Language Centre Edinburgh
- SQA information, if presenting for exams

Why we collect this information?

This information is required for marking, tracking and reporting educational performance; communications; to celebrate successes and report on events; and the planning and organising of trips and events.

What do we need from you?

We will ask for consent on the basis of need, for example:

- If you are taking part in a trip, or activity (e.g. medical)
- To photograph you at events, use them in publications, and to keep these photos in the archive.

NOTE: The law permits that consent can be given and withdrawn by pupils over the age of 12.

How do we collect that information?

The school you attend will have provided the information necessary for us to teach you. In addition, you may give us personal information by email, when filling in forms on our website or on paper, by telephone, if you complete a survey, or attend an event.

What do we do with that information?

We gather information to enable us to:

- track and report educational performance
- communicate with you
- develop promotional materials (e.g. articles, print, web, video) for The Swire Chinese Language Centre Edinburgh

- arrange travel and events
- enter you into SQA examinations.

Who do we share information with?

We will never sell and will not share your personal information with any third-party, apart from those mentioned here.

Partner Schools

We will share relevant information about pupils, with the schools that they attend.

SQA

We share candidate information with the exam board responsible for the external exams the pupils sit. This will include chief invigilators.

External Competition Organisers

If you enter an external competition we will share the information necessary for participation.

Travel Companies, Official Trip Organisers and Exchange Partners

If you are taking part on a trip or exchange we will share information with those who are helping us to provide the opportunities.

The Swire Chinese Language Foundation

We may share information, including photographs, with our benefactors. Most information shared, however, is statistical and anonymous.

How long do we keep your information?

We keep all details for one academic session after the end of the academic session a pupil stops participating in Swire Chinese Language Centre Edinburgh activities. Educational tracking data will remain in your records in your school in line with your school's Privacy Policy.

We may need to keep some information for longer due to legal requirements.

You can withdraw your consent to us collecting and/or storing your personal information at any time. If you withdraw your consent to us storing your personal information please be aware that we may have to retain a minimal amount of personal data for historical and statistical purposes.

How can you access the information we hold on you?

You have the right to access the personal information we hold on you. If you wish to receive a copy you may make a data subject access request to our Data Protection Officer, the Bursar.

We must confirm your identity before we can release any personal information.

If the personal information is inaccurate or incomplete, you can ask us to correct it. You can also ask for information to be deleted or removed if there is no compelling reason for George Watson's College to continue to hold it.

How do we process and store your information

The personal information collected by the School will be held in electronic and/or physical format on secured systems within the European Economic Area. We will not knowingly transfer your personal information outside of the European Economic Area. We only store physical copies of documents containing your personal information on the School's premises. Information that we store electronically is retained on systems owned and/or managed by the School.

Details regarding how we store and manage data can be found in our Data Storage and Retention Policy.

How do we protect your information?

This can be found in our Information Security policy.

How to Contact Us

If you have any questions, comments or requests regarding this Privacy Policy please contact:

The Bursar / Data Protection Officer

George Watson's College

Colinton Road

Edinburgh

EH10 5EG

or

dataprotection@gwc.org.uk

or

0131 446 6000

Complaints

If you are not satisfied with the way that we have handled any of your requests or questions relating to our use of your personal data then you can contact the Information Commissioner's Office at www.ico.org.uk/concerns or phone 0303 123 1113.

The Information Commissioner's Office is the statutory body responsible for overseeing data protection legislation and law in the United Kingdom.

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