# School College Partnership

# ESOL Application Form

**2021 - 2022**

This form should be completed by pupils in consultation with their guidance teacher.

Once completed please email to **Agnieszka.Waszak@edinburghcollege.ac.uk**

Please complete this form in **BLOCK CAPITALS** and in **BLACK or BLUE INK**

**Step 1 Course Details**

|  |  |
| --- | --- |
| Course Title | Current ESOL level – if known |
| General ESOL for Schools |       |

**Step 2 Personal Details**

Forename (First Name):

Surname (Last Name):

Gender: Do you identify as [ ]  Male [ ]  Female [ ]  In another way [ ]  Prefer not to say

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Birth |   |   |   |   |   |   |  |

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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Scottish Candidate Number:  |   |   |   |   |   |   |   |   |   |  |

(All under sixteens must be pre-registered with SQA by their current school)

Permanent Home Address:

Post Code:       Telephone Number:

Please state the country which is your permanent home (country of domicile):

How long have you lived in Scotland?    (years) Nationality:

Email Address:       Mobile:

(Your email address and mobile number is required for the purpose of communication between you and College Staff)

Next of Kin/Emergency Contact Name and relationship:

Telephone:

School year going into (please tick) [ ]  S4 [ ]  S5 [ ]  S6 [ ]  Other

Guidance Teacher Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of school attending:

**Step 3 Disability**

**This information is collected in accordance with the code of practice issued under the Equality Act and is not used in any selection or allocation process.**

**Please tick as appropriate:**

Do you have any known disability? (please tick) [ ]  yes [ ]  no

[ ]  A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

[ ]  A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder

[ ]  A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

[ ]  A mental health condition such as depression, schizophrenia or anxiety disorder

[ ]  A physical impairment or mobility issues such as difficulty using arms or using a wheelchair or crutches

[ ]  Deaf or a serious hearing impairment

[ ]  Blind or a serious visual impairment uncorrected by glasses

[ ]  A disability impairment or medical condition that is not listed above

[ ]  A specific learning disability such as Down’s Syndrome

**Step 4 Declaration/Terms & Conditions**

By ticking this box I certify that to the best of my knowledge the information given in this form is correct. [ ]  **Step 5 How Edinburgh College will use the information you have provided**

**When you apply:**

Edinburgh College will notify your school of your name, date of birth, the course you have applied for and the status of your application; we will then let your school know the start date, starting time and campus of the course you’ll be studying on. We will also share the same information with the local authority (the local council) responsible for your school.

Before you start your studies we would like to contact you with information that will help you prepare for your time at college, including hints and tips on settling in, information on the student association, and facilities at the college.

This student life information is separate to the information you’ll need to start your studies at Edinburgh College - which you’ll automatically receive (so don’t worry about missing out if you decide not to tick the box below).

But if you’d like us to contact you in relation to the extra information we’ve described above please tick to say how you would like us to contact you (this means you are giving your “consent”):

Email [ ]

Pupil signature: Date:

**Step 6 Marketing Opt-In**

**Additional services contact preferences:**

**Edinburgh College**

Edinburgh College would like to contact you about college news; events and useful reminders (about funding, university applications, and our job search service) during your studies. If you consent to Edinburgh College contacting you for this purpose please tick to say how you would like us to contact you:

Email [ ]  Text Message [ ]

If you wish to withdraw your consent to receive direct marketing from Edinburgh College (at any time) please email: marketingteam@edinburghcollege.ac.uk

**Step 7 How Edinburgh College will use the information you have provided**

This is the college’s School-College Partnership (senior phase) Privacy notice.

For full information on how the college uses enrolled students’ information; as well as information about your legal data protection rights, please visit our privacy page: www.edinburghcollege.ac.uk/privacy

**Who is collecting the information?**

Edinburgh College is the Data Controller. We have an appointed Data Protection Officer (DPO), Alice Wilson, who can be contacted by emailing: DataProtection@edinburghcollege.ac.uk

**Why are we collecting it and what are we doing with it (Purpose)?**

**To process your application to study one of our courses.**

This will include reviewing your application and personal statement in order to offer you a place on an appropriate Edinburgh College course.

**To review any additional support needs you may have**

This application form gives you the opportunity to tell the college about any additional support need(s) you may have. This information is not used in any selection or allocation process.

**To analyse student applications for business, planning and equal opportunities purposes**

The college analyses student applications, including by key protected characteristic groups (including age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender; and sexual orientation) to plan and improve its services and curriculum offering. Analysing applications by key protected characteristic groups forms part of the college’s responsibilities under the Public Sector Equality Duty, part of the Equality Act 2010. This information (where you choose to supply it) will not be used in any selecting or allocating process.

**To meet our responsibilities in relation to your school, local authority, and Skills Development Scotland**

We will share basic information about the status of your application with your local authority (for example City of Edinburgh Council; Midlothian and East Lothian councils) and your school. This will be limited to the status/progress of your application.

We will share your personal data with other third parties (for example a parent or guardian if you are 16 or over) only where we have your consent.

The college is also required to provide certain information on “young people” (individuals aged 15 to 25) to Skills Development Scotland (SDS), to enable SDS to a). monitor that young person’s involvement in education or training; b) provide advice or support with regard to that young person’s training. This is explained in our information sharing section below.

 **What personal data do we collect?**

|  |  |
| --- | --- |
| **Personal data** | **Special category data (only where you provide this; or it is required by law\*)** |
| Name, primary & term address, telephone number, email address | Gender (and gender identity) |
| Date of birth | Sexual orientation  |
| Nationality  | Religion or religious denomination  |
| Next of kin and emergency contact details | Ethnicity |
| Previous education (including Scottish Candidate Number), qualifications and employment history | Disability & health data (including mental health); additional support need information |
| School year at start of next academic session (i.e. S4, S5 or S6) | Medical information and medication administration information |
| Skills & experience (personal statement) | Special interest group status (e.g. asylum seeker; refugee; stateless person; person with profound or complex needs). |
| If you are a carer or have caring responsibilities |  |
| Care experienced/looked after background status (if applicable) |  |
| First/preferred language |  |
| Additional learning support provided in class (e.g. scribe; 1-2-1; and Alternative Assessment Arrangements information (e.g. read or scribe in examinations) |  |
| Evidence to support Alternative Assessment Arrangements (including examinations). |  |
| Travel/transport to and from college arrangements |  |

**How are we collecting this information? What is the source?**

We collect the majority of information directly from you through the college’s application form.

However, information on any learning support provided at school and/or alternative assessment arrangements; and any medication you need to carry with you during your studies at college, will be supplied by your guidance teacher in a separate section of your application form.

**The lawful basis for the processing**

For processing of your personal data in order to process your application, the lawful basis is GDPR Article 6(1)(e) “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”. The specific law authorising this is the Post-16 Education (Scotland) Act 2013.

Where your ***special category*** personal data are processed, the lawful basis is GDPR Article 9(2)(g) “processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject”.

Where the college processes your special category data specifically to provide learning support, the specific law authorising this is the Post-16 Education (Scotland) Act 2013.

Where applicants’ special category demographic information (gender identity, sexual orientation, race, ethnicity) are processed for the purposes of analysis in order to advance equality of opportunity and treatment for all student groups, the specific law authorising this is the Equalities Act 2010 (but only where you’ve chosen to supply this information).

Where your personal data are shared with your school or local authority for the purposes of updating them on your application status, the specific law authorising this is the Education (Scotland) Act 1980.

Where your personal data are shared with Skills Development Scotland, the specific law authorising this is the Post-16 Education (Scotland) Act 2013 and specifically the Young People's Involvement in Education and Training (Provision of Information) (Scotland) Order 2014.

 **Who we share the information with:**

The college shares your information with the following data controllers:

**Your local authority and/or school** (for example: City of Edinburgh Council; Midlothian Council; East Lothian Council). This is provided through a secure ‘schools tracker’.

**Skills Development Scotland:** the college is required to provide the following information to Skills Development Scotland via a secure data hub: your name, address, date of birth, Scottish Candidate Number; course information (including start and end date); application/enrolment status; course withdrawal or completion information.

**Data processors:**

The college uses the following data processer to process your personal information:

**Unit-E** is provided by a third party supplier, to process student applications. This software is hosted by Edinburgh College and sits within the college’s technical controls.

**How long do we hold the personal data?**

Personal data will remain on the college’s Student Record System in line with the college’s retention schedule.

**Individuals’ rights in relation to this processing**

Under data protection law, you have a number of rights, some of these rights only apply if certain conditions are met. Your rights are: right to be informed (e.g. privacy notice); right of access; right of rectification; right of erasure (commonly known as the right to be forgotten); right to restrict processing; right to object; right to data portability and the right to know of any automated decision making (including profiling). It’s worth noting that you can exercise your rights either verbally or in writing and the College would be required to process your request in one month.

The rights that apply for this particular processing are:

* Right to be informed – this privacy notice addresses this.
* Right of access – you can request access and copies of your personal data held by the college. To do this, please email the DataProtection@edinburghcollege.ac.uk and your request will be processed accordingly.
* Right to rectification – you can request that inaccurate or incomplete personal data is rectified.
* Right to Erasure (this right is not absolute and is subject to specifics of the request).
* Right to object (including to direct marketing). The right to object to direct marketing is absolute and will be responded to accordingly.
* Right to data portability (this right is not absolute and is subject to specifics of the request).

**Complaints to UK Information Commissioner’s Office (ICO)**

If you are concerned about how your personal data is being used by the College, in the first instance please can you contact the College Data Protection Officer (DPO) at DataProtection@edinburghcollege.ac.uk . If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner’s Office (ICO). The ICO has guidance on their website here: <https://ico.org.uk/your-data-matters/raising-concerns/>

You can email them at casework@ico.org.uk or call them on 0303-123-113 or you can send a letter to them at the following address:

Customer Contact Information Commissioner's Office, Wycliffe House, Water Lane. Wilmslow. SK9 5AF