



Telephone
+44 (0)141 630 5000
Fax
+44 (0)141 630 5001
Email
info@glasgowkelvin.ac.uk
www.glasgowkelvin.ac.uk

Glasgow Kelvin College
Springburn Campus
123 Flemington Street
Glasgow G21 4TD

The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207

LC: 0581019

14 October 2019



Dear [REDACTED]

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

“For my dissertation topic I am analysing the approaches to GDPR and DPA2018 compliance within the UK further education sector to identify best practice and common challenges. As part of this research I would like to make a request for information to which I am entitled under the Freedom of Information Act. The aim of this Freedom of Information request is to gather base line data on the sector and data protection practice from further education providers.”

Please refer to the attached enclosure for the information requested.

I currently Chair the Scottish Colleges' Information Governance Group (SCIGG) and would be happy to talk to you further about this topic if you felt this would be useful for your dissertation.

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

www.itspublicknowledge.info/appeal.



Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Thank you for your interest in the College.

Yours sincerely



Director of Corporate Services

Enc



Freedom of Information Request

Organisation Name:

	Total
Number of staff within your organisation	551
Number of Full Time Students as at 11 October 2019	3274
Number of Part Time Students as at 11 October 2019	3125
Number of campuses	4

	Total
How many right of access requests did you receive from data subjects between 25 May 2018 and 25 May 2019?	4
How many of these right of access requests were fulfilled within one calendar month?	ALL
How many requests for personal information did you receive from official authorities or law enforcement between 25 May 2018 and 25 May 2019?	2
How many right to erasure requests did you receive from data subjects between 25 May 2018 and 25 May 2019?	3
How many of these right to erasure requests were fulfilled within one calendar month?	ALL
How many personal data breaches as defined within GDPR did your organisation internally register between 25 May 2018 and 25 May 2019?*	13
How many of these breaches were reported to a supervisory authority such as the ICO?	NONE

How many full time employees form your data protection team?	2
How many part time employees form your data protection team?	0
Has your organisation outsourced your Data Protection Officer? E.g. DPO as a service	YES

What is the payscale of the Data Protection Officer in GBP?	Scale start	Scale end
Does this salary include payment for jobs outside the scope of information governance?	N/A	N/A
		NO

Please outline your organisations data protection governance structure

See attached tab entitled Appendix 1

Have you released training on data protection to staff post-GDPR?	YES
What percentage of staff have completed post-GDPR data protection training?	41%

What is your lawful basis for contact with parents?	Lawful basis
Our lawful basis for contact with parents changes to	Legal Obligation
	Consent
	when the student reaches
	Age
	13 years old

Please use this space to make any additional comments which are relevant to this Freedom of Information Request

* GDPR defines a personal data breach as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed

Appendix 1 – Information Governance – Privacy Network

