

From: Edinburgh College Freedom of Information
Sent: 11 October 2019 16:02
To: [REDACTED]
Subject: RE: Freedom of Information Request

Dear [REDACTED]

Our Ref: 033/19

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 15 September 2019. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA").

As requested, please find attached our responses to your information request.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Communications, Policy and Research at the postal address below or e-mail the Head of Communications, Policy and Research at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Communications, Policy and Research

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:
www.itspublicknowledge.info/Appeal

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

Freedom of Information Request

Organisation Name: Edinburgh College

	Total
033/19 (1) Number of staff within your organisation	The college publishes these figures in the annual report and are available online (see p.29): http://doc.edinburghcollege.ac.uk/welcome/governance/Annual%20Accounts%20to%20July%202018.pdf
033/19 (2) Number of Full Time Students	9,696
033/19 (3) Number of Part Time Students	17,377
033/19 (4) Number of campuses	4

	Total
033/19 (5) How many right of access requests did you receive from data subjects between 25 May 2018 and 25 May 2019?	18
033/19 (6) How many of these right of access requests were fulfilled within one calendar month?	15
033/19 (7) How many requests for personal information did you receive from official authorities or law enforcement between 25 May 2018 and 25 May 2019?	3
033/19 (8) How many right to erasure requests did you receive from data subjects between 25 May 2018 and 25 May 2019?	4
033/19 (9) How many of these right to erasure requests were fulfilled within one calendar month?	3
033/19 (10) How many personal data breaches as defined within GDPR did your organisation internally register between 25 May 2018 and 25 May 2019?	32
033/19 (11) How many of these breaches were reported to a supervisory authority such as the ICO?	0

033/19 (13) How many full time employees form your data protection team?	2
033/19 (14) How many part time employees form your data protection team?	1
033/19 (15) Has your organisation outsourced your Data Protection Officer? E.g. DPO as a service	Yes

	Scale start	Scale end
033/19 (16) What is the payscale of the Data Protection Officer in GBP?		
Please note, the College outsources its DPO service and does not hold the information requested for questions 033/19 (16) and 033/19 (17). Your request for information should be directed to the HE/FE Shared Technology & Information Services (HEFESTIS) Ltd. FOI department: http://www.hefestis.ac.uk/#/accessinfo.php		
033/19 (17) Does this salary include payment for jobs outside the scope of information governance?		

Please see response to 033/19 (16).

033/19 (18) Please outline your organisations data protection governance structure

Please see the College's Data Protection Policy which is available online: <http://doc.edinburghcollege.ac.uk/privacy/Data%20Protection%20Policy.pdf>

033/19 (19) Have you released training on data protection to staff post-GDPR?	Yes
033/19 (20) What percentage of staff have completed post-GDPR data protection training?	71%

	Lawful basis	Age
033/19 (21) What is your lawful basis for contact with parents?	Please select	
Please note, we are unable to provide a single response to this question. The College uses the following lawful bases for contacting parents (subject to the specific circumstance): public task; vital interest; consent; legal obligation and contract.		
033/19 (22) Our lawful basis for contact with parents changes to	Please select	when the student reaches <input type="text"/> years old
As advised in our response to 033/19 (21) the College applies the lawful basis subject to each specific circumstance.		

033/19 (23) Please use this space to make any additional comments which are relevant to this Freedom of Information Request

Copies of Edinburgh College's privacy notices and guidelines on Data Subject Rights are available at:
<http://www.edinburghcollege.ac.uk/Welcome/Governance/Privacy>

* 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

