



Data Subject Authorisation Disclosure Form

This form is for the purpose of processing a complaint made to the College on behalf of an individual. To ensure compliance with data protection law and to make sure personal information is not disclosed to unauthorised individuals, we require this form to be completed by the individual who requested the third party to act on their behalf. Please note that you will be copied into all email correspondence.

Personal Details

Name:

Address:

Email:

Telephone Number:

Date of Birth:

Please note that you can stipulate what this individual can access or not in relation to processing your complaint. Please provide this detail in the box below.

Data Subject Declaration

I hereby authorise:

Name:

Email:

Organisation (if applicable):

to make a complaint on my behalf and to have access to my personal data as applicable in processing the complaint, except as detailed above.

Signature

Date

IMPORTANT:

The College takes its obligations in terms of data protection law very seriously and the information which is disclosed will be limited to what you have requested in this form. The College will also notify the individual/organisation that the information should only be used for the purpose which you have specified above. If you require any further information, please do not hesitate to contact the Complaints Handling Coordinator on 0131 297 8662.

Once you have completed this form you should return it to Complaints Handling Coordinator, Edinburgh College, Milton Road Campus Room 2-18, 24 Milton Road East, Edinburgh EH15 2PP (complaints@edinburghcollege.ac.uk) who will then arrange for the information to be disclosed to the individual/organisation stated above.

PRIVACY NOTICE FOR THE COMPLIMENT/COMPLAINT POLICY

Edinburgh College is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

Who is collecting the information?

Edinburgh College is the Data Controller. You can contact the Data Protection Officer (DPO) by emailing: DataProtection@edinburghcollege.ac.uk.

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

Your personal information is collected to record and process your compliment or complaint. The Complaints Handling Coordinator/Investigating Officer will use this personal information to contact you with regards to your compliment or complaint.

What personal data do we collect?

Personal Data	Special Category Personal Data (Please note this is only collected if you have provided this detail in your complaint)
Name (Forename and Surname)	Racial or ethnic origin
Name of individual acting on your behalf (if applicable)	Political opinions
Address	Religious or philosophical beliefs
Email address	Trade Union membership
Mobile number	Health information
Course (if applicable)	Sex life or sexual orientation
Campus (if applicable)	
Opinions and other relevant information in relation to investigation	

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

The information is collected when you complete the form to record a compliment or complaint about the College. When your complaint is being investigated and resolved, the Investigating Officer may need to collect further information, including opinions of individuals etc. The outcome of this will be detailed in your investigation outcome.

The lawful basis for the processing

The legal basis for processing your personal data is GDPR Article 6(1)(c) “processing is necessary for compliance with a legal obligation to which the controller is subject.” In this instance as the College is a public body it is required under the Scottish Public Services Ombudsman Act 2002 to investigate and resolve complaints received from members of the public.

If you have provided any special category/sensitive personal data within your compliment or complaint, the legal basis for processing is GDPR Article 9(2)(a) “the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.”

Who we share the information with

Your data will be shared with the Investigating Officer to process your complaint. If you have authorised another individual or organisation to act on your behalf, then we would only share information with them on receipt of a completed Data Subject Authorisation Disclosure form. This form is necessary to ensure that you have given the individual/organisation authority to represent you and act on your behalf.

How long do we hold the personal data?

Your information is held for three years from the date of receipt of your compliment and three years after closure of your-complaint. After that your information will be destroyed securely and in line with College procedures.

Individuals’ rights in relation to this processing

Under data protection law, individuals have the following rights:

- The right to be informed – ie a privacy notice.
- The right of access – this means you can access your personal data and receive copies of all your data held by the College.
- The right to rectification – this means that you can update/correct inaccurate or incomplete data.
- The right to erasure (commonly known as the Right to be Forgotten [RTBF]) – this means you can request your personal data is destroyed, and the College no longer holds your personal data.
- The right to restriction – this means you can request that the processing of your personal data is restricted. This links with some of the other rights and means that if there is an issue the processing activity can be paused until the issue is resolved.

- The right to data portability – this means you can request all your data in a machine readable format (eg a .csv file) to transfer to another organisation.
- Right to know of any automated decision-making, including profiling – this means you have the right to know of any automated decision-making and not be subject to a decision made solely on automated processing.

Some of these rights are not absolute and require certain conditions. All requests made to the College must be responded to within a month of receipt of the request.

Please note where you have consented to processing of your personal data (specifically the special category data contained in a complaint), you have the **right to withdraw your consent** at any time. To do this or exercise any of your rights, please contact the College data protection mailbox at DataProtection@edinburghcollege.ac.uk.

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