

**TURING SCHEME INTERNATIONAL PLACEMENTS – CANADA 2024**

 **APPLICATION FORM**

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| **Personal Details** |  |
| Title: |  |
| Surname: |  Previous name: |
| Forename(s): |  |
| Address: |  |
|  |  |  Post Code: |  |
| N.I. No: (Mandatory) |  | Date of Birth: |  |
| Contact Number:  |  | SCN Candidate No: |  |
| Email Address: |  |
| Please note that all fields (with the exception of SCN number) are mandatory.  |

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| Please tell us which course you are currently enrolled on at Borders College |
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| Are you a Modern Apprentice? Yes/No |

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| **Personal Statement** You are applying for a place on an international excursion to Canada. Please write a personal statement covering the following: * Your background, knowledge and experience
* Information on your current course, your progress and your goals for the future
* Why you would like to be considered for an international placement
* What you hope to gain from this experience?
* What are your strengths and areas you would like to develop?
* Describe the area you will be visiting and the activities you could take part in
* Provide some information about the college where you will be placed and what their background and values are
* Describe the Indigenous Population in Canada and the challenges they face

The statement must be a minimum of 500 words – we are looking for statements that are interesting and demonstrate that students have done some research and understand something of the host country, their culture, customs and values. Any student providing a statement of fewer that 500 words will not progress to the next stage of the application process. |
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**I certify that this is all my own work, based on my personal study and/or research and that I have acknowledged all material and sources used in its preparation, whether they be books, articles, reports, notes, and any other kind of document, electronic or personal communication. I also**

**certify that this assignment is my own work, except where specific permission has been granted, or at any other time in this unit, and that I have not copied in part or whole or otherwise plagiarised the work of other students and/or persons.**

**Student signature ……………………………………... Date ………………………**

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| **Parental Consent**  |
| If you are under 18 years of age, please ask your parent or guardian to complete the following:  |
| Name of Parent/Guardian  |   |
| I have discussed the proposed trip to Canada and confirm that the above-named student has my consent to participate.  |
| Parent/Guardian Signature    |

**Thank you for taking the time to complete this application. Please return it by email to:** kmathison@borderscollege.ac.uk

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**Privacy Notice: Turing Applications**

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| Borders 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?** Borders College is the Data Controller. We have an appointed Data Protection Officer (DPO), Alice Wilson, who can be contacted by emailing: gdpr@borderscollege.ac.uk    **Why are we collecting it and what are we doing with it?** We are collecting your data in order to process your NPA Data   **What personal data do we collect?**

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| **Personal Data**  | **Special Category (Sensitive) Personal Data**  |
| Name  |  |
| Address  |  |
| Date of Birth  |  |
| National Insurance Number  |  |
| Email address  |  |
| Telephone Number  |  |
| Scottish Candidate Number  |  |
| Employment Details  |  |

 **How are we collecting this information? What is the source?** Directly from you, the applicant.  **The lawful basis for the processing** For the 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 laws authorising this are the Post-16 Education (Scotland) Act 2013 and the Further and Higher Education (Scotland) Act 2005.  **Who we share the information with:** At application stage, your personal information is only shared with those who process your application. We use Capita  (data processors) who administer the software used for applications. At application stage your data is not shared with any external bodies.   **How long do we hold the personal data?** We will retain your application for a maximum of one year once your application has been successful. If you have not been successful, we will hold your application for a maximum of 6 months before destroyed. All information will be destroyed securely following College procedures.  **Individuals’ rights in relation to this processing** Under data protection law you have the following rights: 1. The right to be informed – i.e. this privacy notice
2. The right of access - means you can request access or get copies of the personal data that an organisation holds on you.
3. The right to rectification – this means you can request inaccurate or incomplete data is corrected.
4. The right to erasure (commonly known as the Right to be Forgotten (RTBF)) – this means

  you have the right for your data to be deleted 1. The right to restrict processing – if you are concerned about the accuracy of your personal data, or how it is being used, you can limit how the organisation uses your data. You can also stop an organisation deleting your data. This right also links closely with the right to rectification and right to object
2. The right to data portability – this means you have the right to request that an

organisation provide you with your personal data in an accessible, machine-readable format, e.g. a csv file. You can also request that the organisation transfers your data to another organisation. They must do this if the transfer is technically feasible. 1. The right to object – this means you can request that an organisation stops using (processing) your data for specific purposes.
2. Rights in relation to automated decision making and profiling – the college does not process your data in this way.

 These rights are not all absolute and some only apply with certain conditions. You can exercise your rights either verbally or in writing and the College will have one month to respond. To do this please either go online and complete the form: <http://www.borderscollege.ac.uk/contact-us/data-protection-and-privacy/request-or-change-information/> or email the Data Protection mailbox: gdpr@borderscollege.ac.uk who will process your 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 gdpr@borderscollege.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   |   |