



Course Application Privacy Notice

When you apply to study at New College Lanarkshire (NCL), it is necessary to process personal information about you. We use this personal information in different ways and this notice provides details of what information we use, how we use it, who we may share it with and how long we will retain it. This notice applies to all individuals who apply for any course at New College Lanarkshire.

The Data Controller

New College Lanarkshire is the data controller for the information being processed. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal information or wish to exert your rights, you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal Information Collected

- Personal Contact Details (name, address, telephone numbers and email address)
 - Date of Birth
 - Nationality
 - Preferred Language
 - Education, qualifications, and work experience
 - Equalities Monitoring Information
 - References
 - Emergency Contact details
 - Evidence of the right to study in the UK e.g. copies of passport/visas
 - Health and Safety Information
 - Offer(s) to study
- Where relevant to your course or support**
- Medical / Health information
 - Criminal Conviction Information (including PVG certificates)

Most of the information above will have been provided directly by you through the application processes.

How we use your information

When you apply for course we process your personal data for the following purposes and under the lawful basis explained below:

Purpose	Lawful Basis
Account Creation <ul style="list-style-type: none">• To create an online application user account.• To check you do not already have an account with us.• To provide you with IT support.	Contract Your application to enter into a student learner agreement.

<p>Application Process</p> <p>To progress your application including:</p> <ul style="list-style-type: none"> • To assess if you meet course entry requirements • To administrate your application • To arrange interviews • Communicating with you about your application and college support services • Confirming eligibility for the right to study in the UK 	<p>Contract</p> <p>Your application to enter into a student learner agreement.</p> <p>Public Task</p> <p>NCL’s public task in the provision of Further Education.</p> <p>Legal Obligation</p> <p>Immigration Act 2016</p>
<p>Support Services</p> <ul style="list-style-type: none"> • Providing guidance and support to you during the application and interview process. • If you choose to disclose that you are Care Experienced or a Carer we will contact you to offer any additional support available during your application. 	<p>Contract</p> <p>Your application to enter into a student learner agreement.</p> <p>Public Task</p> <p>NCL’s public task in the provision of Further Education.</p>
<p>Learning Analytics</p> <p>Only after you have been offered a place on a course will we use information based on your application data to identify your priority support score. This process is to help identify individuals who may require extra support to ensure they are able to enrol in college successfully.</p> <p>You can read our Learning Analytics Privacy notice here - privacy-notice-learning-analytics-v1-aug22.pdf (nclanarkshire.ac.uk)</p>	<p>Public Task</p> <p>NCL’s public task in the provision of Further Education.</p>
<p>Statutory reporting</p> <p>The Further Education Statistical (FES) return to the Scottish Funding Council (SFC), and other external bodies such as Scottish Government.</p>	<p>Public Task</p> <p>NCL’s public task in the provision of Further Education.</p>
<p>Equality Monitoring and Reporting</p> <ul style="list-style-type: none"> • Providing advice and support to you, including disability services and any reasonable adjustments to enable disabled students to attend interviews. • To meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination. 	<p>Legal Obligation</p> <p>The Equality Act 2010</p> <p>Where this includes special category data, we additionally use the basis of Reasons of substantial public interest and Support for a disability or medical condition</p>

Protecting Vulnerable Groups <ul style="list-style-type: none"> For courses that require you to undertake a placement in a childcare setting or work with vulnerable adults, to make sure that you are not barred from this type of work and meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007 	Legal Obligation Protection of Vulnerable Groups (Scotland) Act 2007
Health and Safety <ul style="list-style-type: none"> To ensure the appropriate evacuation plans are in place. 	Legal Obligation The Health and Safety at Work etc Act 1974
Emergency Situations <ul style="list-style-type: none"> To protect the vital interests of you or another individual in an emergency situation. 	Vital Interests
Promotion of the College <ul style="list-style-type: none"> Sending you marketing emails 	Consent

Sharing your information

There will be occasions where we need to share your personal information with third parties

Third parties with whom we may share your data include:

- Local Authority Schools (for pupils on school's programmes)
- The Scottish Funding Council (SFC)
- Disclosure Scotland (where a PVG is required)
- Internal and External Auditors

Profiling or automated decision making

We use Learning Analytics, which uses an algorithm to help identify your level of engagement with the college. This system creates a score that is used by academic and support staff to identify if you may benefit from additional support.

There will be no decisions or interactions made only by automated means, there will always be a human decision involved when any contact or offers of support are made to you.

International Transfer

The UK GDPR imposes restrictions on the transfer of personal data outside the UK. Personal data may only be transferred outside the UK when there are safeguards in place to ensure an adequate level of protection for the data. NCL will only transfer personal data outside the UK when:

- The receiver is located in a third country covered by UK adequacy regulations; or
- Appropriate safeguards are in place, such as Standard Contractual Clauses; or
- The transfer covered by an exception.

Examples of circumstances when your personal information may be transferred outside the UK include:

- Some of our IT systems and services store information outside the UK.

Failure to Provide Information

If you do not provide personal information that is required by NCL for a lawful purpose or to fulfil our public task, NCL may be prevented from complying with our legal obligations and may not be able to provide you with the course for which you have applied. In some cases, this could lead to the withdrawal of any offer of study made.

Retention of Information

Your personal information will only be held for as long as necessary and in accordance with relevant legislation and our Data Protection Policy.

Application records are retained for 6 years after you last applied for a course.

Your Rights

You have the following rights in relation to your personal information:

- The right to access your personal information.
- The right to rectification if the personal information we hold about you is incorrect.
- The right to restrict processing of your personal data.

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time (where consent is our lawful basis).
- The right to object to our processing of your personal information.
- The right to request erasure (deletion) of your personal information.
- The right to data portability.

Complaints

If you have any concerns about how NCL has handled your personal information, please contact the College's Data Protection Officer in the first instance:

Lorna Miller, Data Protection Officer, data.protection@nclan.ac.uk

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/>