

# PRIVACY NOTICE

# NEW COLLEGE LANARKSHIRE

## Use of Mailchimp

This notice covers the processing of personal data when New College Lanarkshire use Mailchimp services.

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

If you have any concerns or queries about how we use your personal information you can contact our Data Protection Officer at [data.protection@nclan.ac.uk](mailto:data.protection@nclan.ac.uk)

## How we use your information

The College will use your personal information for the following purposes:

- To send you marketing emails (where you have provided your consent)
- To manage your preferences
- To send staff newsletters
- To analyse success of email campaigns via email opening and click statistics.

## Personal information processed.

- Name
- Course you have registered an interest in.
- Email address
- Staff NCL email address

## Our lawful basis for using this information.

- **Consent** – you provide consent when you ask to subscribe to our mailing list via the website or when you register interest in applying for a course.
- **Legitimate Interests** – for our staff newsletter it is in NCL interests to provide a regular newsletter to keep all staff up to date with relevant College or sector news in an easily accessible format via email.

## Sharing Your Information

We will share your information with:

- **Mailchimp.** We use Mailchimp, to deliver newsletters. You can read their privacy notice [here](#).

## International Transfer

Mailchimp are based in the US, and this means your data will be transferred outside the UK for the purposes of receiving marketing emails or staff newsletters. NCL have Standard Contractual Clauses in our agreements with Mailchimp to safeguard this data transfer.

## **Retention of Information**

We will retain your information as described below, unless you choose to unsubscribe at any time:

- **Subscribers** - information is held for the academic year you register an interest. At the end of the year, you will be asked if you would like to continue to hear from NCL about new courses and offered to unsubscribe if you no longer wish to hear from us.
- **Staff** –this will be linked only to your staff email address. Once you leave NCL your account will be disabled and removed from future Staff Newsletters.

## **Your Rights**

You have rights in relation to the personal information we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

**You have the right to withdraw consent or unsubscribe at any time. You can do this by clicking the unsubscribe link in any email you received or by contacting [marketing@nclan.co.uk](mailto:marketing@nclan.co.uk).**