



# PRIVACY NOTICE

## Recruitment Events

This notice covers the processing of personal data by New College Lanarkshire when you are a current student or register your interest in any courses at New College Lanarkshire.

The data controller is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

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

## Personal data we process

- Name
- Contact details
- Current course
- Types of course you are interested in
- Qualifications

## How we use your data

We use your data for the following purposes:

- To contact you in relation to continuing or progressing to your next level of course.
- To contact you in relation to any new courses or opportunities in the subject areas you have expressed an interest in.

Our lawful basis for continuing students is **public task**. For subscribers who register their interest at an event or via one of our recruitment forms our lawful basis is **consent**.

## Sharing your data

We do not share your data with any third parties.

## Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, audit, or reporting requirements.

- Continuing students - 3 years from end of your course.
- Subscribers - End of academic year interest expressed in.

## Your Rights

You have rights in relation to the personal information the college use. You can access information on these rights and how to use them on the Data Protection section of our website:

<https://www.nclanarkshire.ac.uk/data-protection>

You have the right to withdraw your consent at any time by contacting [marketing@nclan.ac.uk](mailto:marketing@nclan.ac.uk)