



PRIVACY NOTICE

Flexible Workforce Development Fund (FWDF)

This notice covers the processing of personal data by New College Lanarkshire when accessing the fund for training/upskilling arranged through your employer.

The data controller for the information being processed 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 information you can contact our Data Protection Officer at data.protection@nclan.ac.uk

How we use your information

We use your information to:

- Contact you with information/instructions on how to enrol/attend your training
- Communicate with you prior, during and after your training course
- Request feedback on any courses undertaken

The Flexible Workforce Development Fund, which is a Scottish Government initiative managed by the Scottish Funding Council (SFC). To comply with our public task obligations set by the SFC, we are required to ask for equalities monitoring data from you during the enrolment process. Any information provided by you is shared with the SFC as part of our statutory reporting requirements.

Our lawful basis for using this information is **contract** and **public task**. Where we process special category data, our additional lawful basis is **reasons of substantial public interest**, under the Equality Act 2010: DPA 2018, Schedule 1, Part 2 8 (1) – Equality or opportunity of treatment.

Sharing your information

We may share information on your course attendance and outcome with your employer.

Your information will be shared with SFC for statutory reporting purposes. You can read the SFC college student privacy notice here - [College student data \(sfc.ac.uk\)](https://www.sfc.ac.uk/colleges-students/privacy-notice)

Retention

Your information is retained for 6 years after course completion.

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/us/data-protection/data-subject-rights>