



PRIVACY NOTICE

Scottish Power Smart Meter Engineering Course

This notice covers the processing of personal data by New College Lanarkshire when you apply and enrol on the Scottish Power Smart Meter Engineering Course.

New College Lanarkshire, in partnership with Providor and Scottish Power are offering this 8-week training programme.

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:

- Communicate with you about your register of interest and application
- Process your application
- Arrange interviews
- Complete PVG checks
- Enrol you on the course

Our lawful basis for using this information is **contract** and **public task**. Where we are using criminal conviction information to carry out the relevant PVG checks, our lawful basis is **legal obligation** under the Protection of Vulnerable Groups (Scotland) Act 2007.

Sharing your information

Your information will be shared with:

- Providor, as the employment partner for this course. The information shared will be to enable interviews to be carried out and share course outcomes.
- Disclosure Scotland, for the purposes of completing PVG checks.

Retention

Your information is retained for 6 years after you leave the college as part of your student records.

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>