



PRIVACY NOTICE

Pre-Service TQFE Placements

This notice covers the processing of personal data by New College Lanarkshire when you apply for and participate in a pre-service TQFE placement with us.

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

Information we collect

- Name
- Contact Details
- Qualifications
- Subject/ Curriculum area
- Attendance
- Performance information

How we use your information

We use your information:

- To administrate and deliver the placement opportunities.
- To match you to a relevant placement opportunity
- To record your attendance and performance during your placement
- To provide access to college systems and buildings

Our lawful basis for using this information is **legitimate interests**.

- To provide a safe working environment

Our lawful basis for using this information is **legal obligation**.

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.

Failure to Provide Information

If you do not provide personal information that is required by NCL to provide a placement opportunity we may not be able to provide you with the placement you have applied for or commenced.

Sharing your information

We will share your information with:

- University of Stirling

Retention

We will only retain your personal information 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.

Placement Applications: within one month of decision.

Placement Records: we will retain your records for 1 year from the end of your placement.

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>