



PRIVACY NOTICE

Access to information

This notice covers the processing of personal data by New College Lanarkshire when you make a request for information under UK GDPR, Freedom of Information Act or Environmental Information regulations.

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 will use your information:

- to communicate with you about your request
- to seek clarification
- to verify your identity (where necessary)
- to located and provide you with the information you have asked for.

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

Personal information processed

- Name
- Contact details
- Details of your request
- Copies of ID (where necessary to verify your identity)

Sharing your information

We may share your information with the appropriate regulatory body should you make a complaint in relation to your request:

- Scottish Information Commissioner - <https://www.itspublicknowledge.info/home/privacy.aspx>
- Information Commissioners Office - <https://ico.org.uk/global/privacy-notice/>

Retention

Requests will be retained for 3 years from close of the request.

Where ID has been requested, only a record that your identity has been verified will be retained. Original documents will be securely returned and any copies will be securely destroyed.

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>