

# PRIVACY NOTICE

## FOCUS West

This notice covers the processing of personal data by New College Lanarkshire when you participate in a FOCUS West 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](mailto:data.protection@nclan.ac.uk)

### How we use your information

We use your information to support FOCUS West to measure the impact of their engagement with you prior to coming on to course. We share information about your progress and success on the course.

Our lawful basis for using this information is **public task**.

### Sharing your information

We will share your information with our FOCUS West partner, Strathclyde University. You can read their privacy notice here - <https://www.focuspoint.org.uk/privacy-notice/>

### Retention

Your information will be retained for 5 years.

### 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>