

PRIVACY NOTICE

Smart Hub Lanarkshire Events

This notice covers the processing of personal data collected when attending any Smart Hub Lanarkshire events.

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

Personal information collected

- Name
- Company name and contact details.
- Any images and recordings made during the event. (Where recording is taking place, you will be notified at the beginning of or as you enter the recording session)

How we use your information

The College will use your personal information for the following purposes:

- To register you for the event and reserve your place.
- To provide you with information about the event e.g., changes, log on information.
- To record the event for future marketing in relation to SMART Hub Lanarkshire
- To provide attendee registration data to enable North Lanarkshire Council for reporting in line with the Advancing Manufacturing Challenge Fund (AMCF) project requirements.

Our lawful basis – Public Task

- To send marketing information about future developments and event related to SMART Hub Lanarkshire

Our lawful basis – Consent

Sharing Your Information

The College will share your information with the following:

- **Eventbrite** – to allow registration for the event. You can read the Eventbrite Privacy Notice [here](#)
- **Microsoft Teams** – as our video conferencing provider
- **North Lanarkshire Council** - Attendee registration data is required to submit reports and claims to Scottish Enterprise. You can read their privacy notice [here](#).

Retention of Information

The College will retain your information for 2 years from the date of the event.

North Lanarkshire Council will retain data as part of its reporting obligation to Scottish Enterprise for a period of 3 years beyond the project completion date (31/03/23).

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.

You have the right to withdraw consent at any time. You can do this by contacting smarthublanarkshire@nclan.ac.uk