

# PRIVACY NOTICE

## Hosted Work Placements

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

The data controller for the personal data 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 data you can contact our Data Protection Officer at [data.protection@nclan.ac.uk](mailto:data.protection@nclan.ac.uk)

### Personal data we collect

- Name
- Contact Details
- Emergency Contact details
- Confirmation of PVG (where relevant)
- Reasonable Adjustments
- Campus/ Department
- Attendance
- Performance information
- Equality Monitoring Data

### How we use your personal data

We use your personal data:

- 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 personal data is **legitimate interests**.

- To provide a safe working environment
- To put in place any reasonable adjustments to support your placement
- To meet our obligations to assist with monitoring equality of opportunity and eliminating unlawful discrimination

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 data 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 personal data**

We will share your personal data with your school, employer or employability support provider where the placement has been arranged via these organisations.

## **Retention**

We will only retain your personal data 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 Records: we will retain a record of your placement for 1 year from the end of the academic year 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>