



Privacy Notice

Getting to Know Your Meta Skills

This notice covers the processing of personal data by New College Lanarkshire when you use our Meta Skills Tool.

The data controller 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

Personal data we process

- Name
- Student Number
- Course
- Your Meta Skills evaluation

How we use your personal data

We use your data for the following purposes:

- To allow you to self-evaluate your own Meta Skills and review your progress
- To allow your lecturers to get to know your Meta Skills journey
- To help your lecturers get to know you a little better to help them support you in class

Our lawful basis is **public task**.

Sharing your personal data

We do not share your personal data with any third parties.

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.

Your self-evaluation will be retained until the end of each Academic Year.

Your rights

You have rights in relation to the personal data we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

Data protection complaints

If you feel your data protection rights have been infringed you have the right to complain to us about this. To make a data protection complaint to us please email your complaint to data.protection@nclan.ac.uk