



Privacy Notice

Careers Advice

This notice covers the processing of personal data by New College Lanarkshire when you use our careers advice service.

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

How we use your personal data

We use your personal data to:

- Provide you with relevant careers advice and support
- To arrange a one to one session with a Skills Development Scotland Careers advisor

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

Sharing your personal data

We may share your personal data with Skills Development Scotland (SDS) to arrange further advice. You can access their Privacy Notice [here](#)

Retention

The college will retain your personal data as described below:

- Careers advice for current students will be retained in line with your student record.
- Careers advice for members of the public will be retained for 6 months following our last contact with you.

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