



PRIVACY NOTICE

ENVOY

This notice covers the processing of personal data by New College Lanarkshire when you sign into one of our Campus buildings using our visitor system Envoy.

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

Information we collect:

- Name
- Contact details
- Campus attended
- Date and time of visit
- Company Name
- If you are a fire warden or first aider (staff only)

All our campuses have CCTV in operation, you can read our CCTV notice here - [Privacy Notice CCTV](#)

How we use your information

We use your information to:

- To register you as studying, working or a visitor on any of our campuses.
- To ensure your health and safety when on our campuses.
- To prevent crime and for public safety (including the safety of our own employees)
- To keep our campuses secure and safe
- For incident reporting, management and investigation

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

Sharing your information

We may share your information with:

- Law enforcement agencies and emergency services
- Legal representatives and Insurance providers

Retention

We will only retain your personal information 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.

Envoy sign in information will be retained for 3 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>