



Privacy Notice

Student Funding

This notice covers the processing of personal data by New College Lanarkshire when you apply for Student Funding.

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 data you can contact our Data Protection Officer at data.protection@nclan.ac.uk

How we use your personal data

Your personal data is collected to process your application for funding:

- To determine your eligibility on behalf of the Student Awards Agency for Scotland (SAAS) for Bursaries, Education Maintenance Awards (EMA) and Childcare Funding.
- To assess your eligibility for FE discretionary funding
- For Higher Education students to assess eligibility and administer Discretionary awards on behalf of the Student Award Agency Scotland (SAAS)
- To manage appeals against any funding decisions

Your personal data is also used for the purposes of:

- Managing and protecting public funds, including the prevention and detection of fraud
- Audit and to ensure compliance with external funding obligations

Our lawful basis for using this information is **contract** and **public task**. Where this includes special category data our additional lawful basis is **reasons of substantial public interest**.

Personal data processed

We use the following personal data:

- Contact details. E.g. name, address, contact numbers, email address
- Student Information. E.g. course details, year of study, student ID number, student photo
- Address History
- Financial details. E.g. previous financial support, your income, household income, bank account details, expenditure (including evidence)
- Education and employment history
- Personal circumstances. E.g. employment, marital status (including evidence)
- Dependant details. E.g. copies of birth certificates, child care requirements
- Parent information. E.g. contact, marital status, occupation
- Travel Requirements
- Childcare Provider

- Copies of official ID. E.g. Birth certificate, Passport, Driving Licence
- College attendance information

Failure to provide personal data

If you do not provide the information requested relevant for the funding you are applying for this may cause a delay in your application and prevent the College from being able to provide you with the funding you may be entitled to.

Sharing your personal data

We will share your personal data with the following:

- Scottish Funding Council
- Student Awards Agency Scotland
- Childcare Providers
- Transport Providers
- Auditors

Retention

We will retain your personal data for as long as it's required for the purposes described in this privacy notice and as described below:

- 7 years after the Academic year you received your last payment of any funding
- For students involved in European Social Funding (ESF) this will be longer and in line with ESF guidance.

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