



Privacy Notice

CITB CSCS Test Centre

This notice covers the processing of personal data by New College Lanarkshire when you use our CSCS Test Centre.

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
- Contact details (address, telephone, email)
- Course and Student Number
- CITB Registration Number
- Identification documents
- Tests being completed
- CCTV (Audio and images)

How we use your personal data

We use your personal data for the following purposes:

- To verify your identity
- To register you for your test
- To prevent fraudulent testing activity
- To request your feedback on your experience at the Test Centre

Our lawful basis for using this personal data is **public task**.

Sharing your personal data

We will share your personal data with:

- **CITB** – <https://www.citb.co.uk/utility-links/privacy-policy-cookies/>
- **Pearson View** (for the provision of online testing facilities) - <https://www.pearsonvue.com/us/en/legal/privacy-and-cookies-policy.html>

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.

Records of tests and bookings will be retained for a minimum of 2 years in line with CITB requirements. CCTV audio and images will be retained for 30 calendar days.

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