NEW COLLEGE LANARKSHIRE

Privacy Notice

No One Left Behind

This notice covers the processing of personal data by New College Lanarkshire when you participate in the No One Left Behind programme.

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

Personal data processed

- Name
- Contact Details
- Date of Birth
- National Insurance Number
- Employment status and history
- Employment details (e.g. sector, contract type, hours worked and rate of pay)
- Qualifications and skills
- Caring responsibilities
- Barriers to employment
- Access to transport
- Bank details
- Course details
- Attendance and Progress reviews
- Coursework
- Equality Monitoring Information
- Criminal Conviction Information
- Photos and success stories (only where you consent)

How we use your personal data

We use your personal data for the following purposes:

- To administrate and deliver the No One Left Behind Programme.
- To manage your employability journey
- To provide access to college systems and services.
- To access funding to support the costs of the No One Left Behind Programme.
- To support the Scottish Government and Local Authorities to monitor how funded local employability support services are being implemented.

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

Where we process special category data, our additional lawful basis is reasons of substantial public interest, under the Equality Act 2010: DPA 2018, Schedule 1, Part2 8 (1) – Equality or opportunity of treatment. As the placement will be provided by the NHS, it is necessary for us to ask if you have any criminal convictions, to allow us make sure that you are not barred from this type of work and meet the legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007.

Failure to provide personal data
If you do not provide personal data that is required by NCL for a contract or to fulfil our public task, NCL may be prevented from complying with our legal obligations and may not be able to provide you with the course for which you have applied or enrolled. In some cases, this could have an effect on your continued studies with us or lead to the withdrawal of any offer of study made.

Sharing your personal data
We will share your personal data with:

- North Lanarkshire Council
- NHS Lanarkshire
- Scottish Funding Council
- Awarding Bodies
- The Department of Work and Pensions

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.

We will retain your records for 5 years from the academic year that you complete the programme.

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