NEW COLLEGE LANARKSHIRE

Privacy Notice

Flexible Workforce Development Fund (FWDF) [Funding prior to 2025/26]

This notice covers the processing of personal data by New College Lanarkshire when you accessed the fund for training/upskilling arranged through your employer.

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

How we use your personal data
We will use your personal data for the following purposes:

- Contact you with information/instructions on how to enrol/attend your training
- Communicate with you prior, during and after your training course
- Request feedback on any courses undertaken

The Flexible Workforce Development Fund, which is a Scottish Government initiative managed by the Scottish Funding Council (SFC). To comply with our public task obligations set by the SFC, we are required to ask for equalities monitoring data from you during the enrolment process. Any information provided by you is shared with the SFC as part of our statutory reporting requirements.

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.

Sharing your personal
We will share information on your course attendance and outcome with your employer.

Your personal data will be shared with SFC for statutory reporting purposes. You can read the SFC college student privacy notice here - Privacy notice - Scottish Funding Council

Retention
Your personal data is retained for 6 years after course completion.

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