



**NEW
COLLEGE
LANARKSHIRE**

Privacy Notice

Mobility Programme (Turning) – Student Applicants

This notice covers the processing of personal data by New College Lanarkshire when you apply to participate in the college Mobility Programme.

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

How we use your personal data

We will use your personal data for the following purposes:

- Assess your suitability to participate in the Mobility Programme

Our lawful basis for using this information is **contract**

Personal data processed

- Name
- Contact details
- Student Number
- Course Details
- Application information, including your personal statement
- Course performance, including coursework completion, attendance, and tutor references
- ID documentation e.g., passport
- Interview notes and outcome

Sharing your personal data

At the application stage we only share your information with the relevant New College Lanarkshire employees.

Retention

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

- **Successful applicants** – your personal data will form part of your participation records and will be retained in line with the funder for the project, up to a maximum of 7 years from the end of the project.
- **Unsuccessful Applicants (Reserve List)** – until the end of the Academic Year of application.

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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