

Privacy Notice

IOA Alumni Membership

This notice covers the processing of personal data by New College Lanarkshire when you become a member of the Institute of Apprenticeships (IoA) Alumni Network.

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 processed

- Name
- Email Address
- Course (Sector)
- Year of completion
- Records of our interactions with you
- Attendance at our events
- Alumni Spotlight case study information about you e.g. achievements, career progressions (where you consent to share this with us)

We collect your personal data from information you provide us at enrolment, through our interactions with you as an Alumni member and when you choose to share biography information with us for our Alumni Spotlight.

How we use your personal data

We use your personal data for the following purposes:

- To administrate IoA Alumni Memberships, events and activities.
- To communicate with you as a member.
- To keep you informed of Institute of Apprenticeships news, and the achievements made by the IoA, its students and staff, and our alumni.
- Record our interactions with you as a member.
- Invite you to events hosted by NCL or partner organisations.
- Let you know about career development and networking opportunities.
- Advise of the services available to you as a member.

Our lawful basis for using this personal data is **legitimate interests**. Where processing is necessary in the pursuit of the interests of New College Lanarkshire to: be able to offer continued communication and support to apprentices once they leave the College; support improving employer relationships and driving Lanarkshire's economy; and support NCLs goals to be the leading provider of apprenticeships in Lanarkshire and beyond.

Sharing your personal data

We will not share your personal data with any third parties.

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.

Alumni membership is life long, unless you choose to no longer be a member.

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.

Opting out of your membership

If you no longer wish to be an IoA Alumni member please email apprenticeships@nclan.ac.uk and let us know.

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