



# **PRIVACY NOTICE**

## **Mobility Programme – Flow Coordinators**

This notice covers the processing of personal data by New College Lanarkshire when you become a Flow Coordinator.

The data controller for the information 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 information you can contact our Data Protection Officer at [data.protection@nclan.ac.uk](mailto:data.protection@nclan.ac.uk)

### **Personal information processed**

- Name
- Contact details
- Gender
- Nationality
- Date of Birth
- Emergency contact details
- Job title
- Disclosure Number
- Passport details
- National insurance number
- Medical conditions

### **How we use your information**

We will use your information to:

- Confirm eligibility to become a Flow Coordinator
- Book travel and accommodation
- Ensure appropriate insurance cover
- To contact your emergency contacts, when necessary
- To make subsistence payments to you

Our lawful basis for using this information is **contract**. Where we process special category data the additional lawful basis is **substantial public task**.

### **Sharing your information**

We will share your information with:

- Insurance providers

- Travel and Accommodation Providers
- Funding providers
- Workplace partners

### **International transfers**

As the Mobility programme involves travel to countries outside the UK, it will be necessary to transfer personal information outside the UK. The appropriate safeguards will be determined by the destination country and will only happen where

- the country is covered by UK adequacy regulations; or
- appropriate safeguards are in place, such as an International Data Transfer Agreement or
- the transfer covered by an exception.

### **Retention**

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

- Your information will be retained in line with the funder for the project, up to a maximum of 7 years from the end of the project.

### **Your Rights**

You have rights in relation to the personal information the college use. You can access information on these rights and how to use them on the Data Protection section of our website: <https://www.nclanarkshire.ac.uk/data-protection/>