



Privacy Notice

Modern Apprenticeship

This notice covers the processing of personal data by New College Lanarkshire when you participate in a Modern Apprenticeship programme.

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

Information we collect

- Name
- Contact Details
- Date of Birth
- National Insurance Number
- Employment status and history and qualifications
- Evidence of employment (copy of a payslip)
- Scottish Candidate Number
- Course details
- Attendance and Progress reviews
- Coursework
- Equality Monitoring Data

How we use your information

We use your information:

- To administrate and delivery the Modern Apprentice Programme
- To confirm your eligibility to enrol in the Modern Apprentice Programme
- To provide access to college systems and services
- For performance and assessment purposes
- To access funding to support the costs of the Modern Apprenticeship Programme
- To add you to our Institute of Apprenticeships Alumni Network

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.

Failure to Provide Information

If you do not provide personal information 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 information

We will share your information with:

- Skills Development Scotland
- Scottish Funding Council
- Awarding Bodies
- Sector Skills Councils
- Employers who are supporting you in the Programme

International Transfer

We use DocuSign to allow us to share and sign contracts between us, you and your employer. DocuSign are based in the US, and this means your data will be transferred outside the UK. We have appropriate agreements in place with DocuSign to ensure they safeguard this data transfer.

Retention

We will only retain your personal information 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 are required to retain Modern Apprentice records in line with Skills Development Scotland's retention guidance.

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/>