



Privacy Notice

Course Applicants

When you apply to study at New College Lanarkshire (NCL), it is necessary to process personal data about you. We use this personal data in different ways and this notice provides details on the personal data we use, how we use it, who we may share it with and how long we will retain it. This notice applies to all individuals who apply for any course at New College Lanarkshire.

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 or wish to exert your rights, you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal data processed

- Personal Contact Details (name, address, telephone numbers and email address)
 - Date of Birth
 - Nationality
 - Preferred Language
 - Education, qualifications, and work experience
 - Equalities Monitoring Information
 - References
 - Emergency Contact details
 - Evidence of the right to study in the UK e.g. copies of passport/visas
 - Health and safety information
 - Offer(s) to study
- Where relevant to your course or support**
- Medical / Health information
 - Criminal Conviction Information (including PVG certificates)

Most of the personal data above will have been provided directly by you through the application processes.

How we use your personal data

When you apply for course, we process your personal data for the following purposes and under the lawful basis explained below:

Purpose	Lawful Basis
Account Creation • To create an online application user account. • To check you do not already have an account with us. • To provide you with IT support.	Contract Your application to enter into a student learner agreement.

Application Process To progress your application including: • To assess if you meet course entry requirements • To administrate your application • To arrange interviews • Communicating with you about your application and college support services • Confirming eligibility for the right to study in the UK	Contract Your application to enter into a student learner agreement. Public Task NCL's public task in the provision of Further Education. Legal Obligation Immigration Act 2016
Support Services • Providing guidance and support to you during the application and interview process. • If you choose to disclose that you are Care Experienced or a Carer, we will contact you to offer any additional support available during your application.	Contract Your application to enter into a student learner agreement. Public Task NCL's public task in the provision of Further Education.
Learning Analytics Only after you have been offered a place on a course will we use information based on your application data to identify your priority support score. This process is to help identify individuals who may require extra support to ensure they are able to enrol in college successfully. More information is available in the Learning Analytics Privacy Notice.	Public Task NCL's public task in the provision of Further Education.
Statutory reporting The Further Education Statistical (FES) return to the Scottish Funding Council (SFC), and other external bodies such as Scottish Government.	Public Task NCL's public task in the provision of Further Education.
Equality Monitoring and Reporting • Providing advice and support to you, including disability services and any reasonable adjustments to enable disabled students to attend interviews. • To meet our obligations under equality law to assist with monitoring equality of opportunity and eliminating unlawful discrimination.	Legal Obligation The Equality Act 2010 Where this includes special category data, we additionally use the basis of Reasons of substantial public interest and Support for a disability or medical condition

Protecting Vulnerable Groups For courses that require you to undertake a placement in a childcare setting or work with vulnerable adults, to make sure that you are not barred from this type of work and meet our legal obligations under Protection of Vulnerable Groups (Scotland) Act 2007	Legal Obligation Protection of Vulnerable Groups (Scotland) Act 2007
Health and Safety To ensure the appropriate evacuation plans are in place.	Legal Obligation The Health and Safety at Work etc Act 1974
Emergency Situations To protect the vital interests of you or another individual in an emergency situation.	Vital Interests
Promotion of the College Sending you marketing emails	Consent

Sharing your personal data

We will share your personal data with:

- Local Authority Schools (for pupils on school's programmes)
- The Scottish Funding Council (SFC)
- Disclosure Scotland (where a PVG is required)
- Auditors
- Employability Support Services

Profiling and automated decision making

We use Learning Analytics, which uses an algorithm to help identify your level of engagement with the college. This system creates a score that is used by academic and support staff to identify if you may benefit from additional support.

There will be no decisions or interactions made only by automated means, there will always be a human decision involved when any contact or offers of support are made to you.

Failure to provide personal data

If you do not provide personal data that is required by NCL for a lawful purpose 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. In some cases, this could lead to the withdrawal of any offer of study made.

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:

- Application records are retained for 6 years after the academic year you applied for a course.

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