



Privacy Notice

Corporate Parenting

This notice covers the processing of personal data by New College Lanarkshire when you advise that you are care experienced and to meet our statutory obligations as a Corporate Parent.

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 data you can contact our Data Protection Officer at data.protection@nclan.ac.uk

How we use your personal data

We use your personal data to be able to offer you additional support as a student, this includes:

- contacting you regularly to advise of the additional support available and keeping in touch with how your studies are progressing.
- sending you birthday card (e-card)
- supporting access to enhanced bursaries
- prioritising your funding applications
- providing financial support for UCAS applications and gown hire for graduation
- guaranteeing you a place on a course (where you meet the minimum entry requirements)
- working with other corporate parents who support you, to protect your wellbeing and ensure you have the best experience at NCL.

Our lawful basis for using this information is **legal obligation**. New College Lanarkshire are categorised as a corporate parent, and therefore have statutory duties and responsibilities under the Children and Young People (Scotland) Act 2014.

Sharing your personal data

The Children and Young People (Scotland) Act 2014 defines corporate parenting as "the formal and local partnerships between all services responsible for working together to meet the needs of looked after children, young people and care leavers".

Your information will, or may be shared with local authorities, other corporate parents' organisations, and relevant agencies. Sharing will be considered on a case by case basis, and no information will be shared if, in the opinion of the college, the sharing of the information would be detrimental to your interests.

Where we are not legally obliged to share your information, we will only share with your consent

Retention

Your personal data is retained for 6 years after the Academic year you leave the college as part of your student records.

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