



**NEW
COLLEGE
LANARKSHIRE**

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 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
- 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 personal data

We will use your personal data for the following purposes:

- 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 personal data

We will share your personal data 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 data 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 personal data for as long as it is required for the purposes described in this privacy notice and as below:

- Your personal data 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 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