



Privacy Notice

Support Workers

This notice covers the processing of personal data by New College Lanarkshire when you are a support worker, working with students on any New College Lanarkshire campus or course excursion.

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 we process

- Full name
- Agency who employ you
- Student(s) you support
- Type of support you provide
- Training and Induction records
- Campus attendance information (date, location and time)

This information is collected directly from you when you complete your support worker induction or sign into a campus.

How we use your personal data

We use your personal data for the following purposes:

- To maintain records of your training and induction
- To maintain records of who is in our campuses

Our lawful basis for using this personal data is **public task** and **legal obligation**.

Sharing your personal data

We will share your personal data with the following:

- Parents or Carers of the student you support.
- Local Authority
- Support Worker Agency or Employer

Retention

We will only retain your personal data 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.

Support worker records will be retained for 2 academic years.

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