NEW COLLEGE LANARKSHIRE

Privacy Notice

Student

When you enrol as a student 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 of what information 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 enrol onto any course at New College Lanarkshire.

The data controller in 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
- Scottish Candidate Number
- Education, qualifications, and work experience
- Offer(s) to study
- Equalities Monitoring Information
- Unit and Course Enrolment Data
- Assessment information and Course work
- Attendance data
- References
- Images (Photos and videos)
- Financial information to assess eligibility for fee waivers, bursaries, EMA etc
- Complaints and Appeals
- Next of Kin/ Emergency Contact details
- National Insurance Number
- Evidence of the right to study in the UK e.g. copies of passport/visas
- Disciplinary information related to the Learner Behaviour Policy
- Health and Safety Information
- Information related to your use of the College ICT systems
- CCTV footage (as a campus user)

Where relevant to your course or support

- Personal Learning Support Plans
- Medical / Health information
- Criminal Conviction Information (including PVG certificates)

Most of the information above will have been provided directly by you through the application or enrolment processes. Personal data is also collected about you during your studies for example, marks and grades; academic assessments; your conduct; your use of IT systems; your use of support services and learning analytics. Other information may be provided to us by relevant third parties, such as medical professionals, the Student Awards

Agency for Scotland (SAAS), Employers, Placement providers, Sponsors or Disclosure Scotland.

How we use your personal data

When you apply and then accept your offer you enter a contract with NCL and agree to accept the College's Terms and Conditions. NCL process your data for the following purposes and under the lawful basis explained below:

Purpose	Lawful Basis
Academic purposes To provide you with learning and support services, record your progress and qualifications including: • Recruitment, admissions and enrolment. • Provide you with education & training. • Communicating with you about your studies and college services • Enable the provision of teaching and learning, on campus and/or using Virtual Learning Environments (VLEs). • Maintaining your student records and managing academic processes, including attendance and assessment. • Verifying your identity. • Confirming eligibility for the right to study in the UK • Production of student ID cards. • Processing financial transactions including fee payments and the administration of grants, EMA and bursaries • Administration of student-related policies and procedures including appeals, complaints, grievances, disciplinary matters, malpractice including plagiarism, fitness to practice cases. • Provision of graduation /award ceremonies. • Preventing and detecting crime, fraud or corruption • Managing and monitoring access to College services including library, IT, printing, sports facilities, catering and events. • To ask for your feedback on your College experience so that we can improve the services offered to you. • The administration and management of your student placements including industrial and clinical placements and student exchanges such as opportunities to study abroad.	**Contract** The terms and conditions you agree to when enrolling to study with us. **Public Task** NCL's public task in the provision of Further Education.
Support Services • Providing advice and guidance to you during your studies, including careers guidance. • Provide educational learning support, including Personal Learning Support Plans. • If you choose to disclose that you are Care Experienced, we will use this data to contact you to let you know about the support and resources that are available if you wish to make use of them. • To provide you with membership of the Student Association	**Contract** The terms and conditions you agree to when enrolling to study with us. **Public Task** NCL's public task in the provision

	of Further Education.
Learning Analytics We use information based on your enrolment data, attendance and use of NCL resources e.g. IT systems, to identify your priority support score. This process is to help identify students who may require extra support to ensure they are able to continue their studies. Priority support scores will be shared with your lecturers and our Student Support Advisors who may then contact you to offer support.	**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 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
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
Emergency Situations • To protect the vital interests of you or another individual in an emergency situation. • To contact you, by text message and/or email, urgently with important information or guidance on access to NCL buildings or services. For example, to advise of closures or provide health and safety information.	**Vital Interests** **Legitimate Interests** To ensure timely and accurate communication in an emergency.
Promotion of the College • Sending you marketing emails	**Consent**
CCTV • To protecting our staff, students, visitors, and the assets of the College • Monitoring and enforcing traffic management on College property.	**Legal Obligation** Health and Safety at Work etc. Act 1974

Sharing your personal data

There will be occasions where we need to share your personal data with third parties, we will only do so where we:

• Have a lawful basis under data protection legislation; or

• Are required to under a statutory or regulatory obligation; or

• Have your consent.

Third parties with whom we may share your data include:

- Awarding Bodies e.g. Qualifications Scotland, City & Guilds
- Placement Employers
- Employers of students on MA programmes
- Employers or sponsors, where an employer or sponsor funds your place at College
- Skills Development Scotland (SDS)
- Local Authorities (council tax exemptions/ Schools (for pupils on schools programmes)
- The Student Awards Agency for Scotland (SAAS)
- Student Loans Company (SLC)
- The Scottish Funding Council (SFC)
- The Scottish Government and relevant UK Government departments and agencies
- Universities and Colleges Admissions Service (UCAS)
- Universities (if you are studying on a degree programme delivered at NCL)
- Childcare providers, nurseries and landlords (where we provide funding)
- Counselling Services (to make referrals)
- Disclosure Scotland (where a PVG in required)
- Survey Providers
- College Insurers (for the purposes of any claims)
- Internal and External Auditors
- Potential employers, where you have asked us to provide a reference

Profiling or 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.

You can read more about this in our Learning Analytics Privacy Notice.

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 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.

Retention of personal data

We will only retain your personal data for as long as necessary to fulfil the purposes outlines in the notice, including for the purposes of satisfying any legal, audit, or reporting requirements

Student records are retained for 6 years after the academic year you leave.

After this time a legacy student record is retained with minimum data to allow verification of study dates, course and outcome.

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