



**NEW  
COLLEGE  
LANARKSHIRE**

# Privacy Notice

## Access to information

This notice covers the processing of personal data by New College Lanarkshire when you make a request for information under UK GDPR, Freedom of Information or Environmental Information regulations.

The data controller for the personal data 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](mailto:data.protection@nclan.ac.uk)

## How we use your personal data

We will use your personal data to communicate with you about your request, to seek clarification and to located and provide you with the information you have asked for.

Our lawful basis for using this information is **legal obligation**.

## Personal data processed

- Name
- Contact details
- Details of your request

## Sharing your personal data

We may share your personal data with the appropriate regulatory body should you make a complaint in relation to your request:

- Scottish Information Commissioner - <https://www.itspublicknowledge.info/home/privacy.aspx>
- Information Commissioners Office - <https://ico.org.uk/global/privacy-notice/>

## Retention

Requests will be retained for 3 years from the end of the academic year the request is closed.

## Your rights

You have rights in relation to the personal data the college use. You can access information on these rights and how to use them on the Data Protection section of our website: <https://www.nclanarkshire.ac.uk/us/data-protection>