



Privacy Notice

Personal Learning Support Plan

This notice covers the processing of personal data by New College Lanarkshire when you have a personal learning support plan.

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

Personal data processed

- Name and Contact details
- Date of birth
- Course details
- Student number
- Additional Support Needs
- Relevant health conditions and medical requirements

We will collect most of this personal data directly from you. Other information may come from your school, GP, social work or other professional bodies.

How we use your personal data

We use your personal data for the following purposes:

- To communicate with you in relation to your support needs.
- Assess and identify the appropriate support measures that can be implemented to adequately support you during your studies.
- To ensure recommendations are available to the relevant staff to ensure reasonable adjustments are in place in the teaching environment.
- To provide appropriate alternative assessment arrangements.
- To ensure we have up to date information on support needs to support you.

Our lawful basis for using this information is **legal obligation** and **public task**. It is necessary for the College to process your personal information to provide support and make reasonable adjustments under the Equalities Act 2010 and to provide you with appropriate support under the Post 16 Education (Scotland) Act 2013.

Where we process special category data, our additional lawful basis is reasons of substantial public interest, under the Equality Act 2010: DPA 2018, Schedule 1, Part 2 8 (1) – Equality or opportunity of treatment.

Failure to provide personal data

You are required to provide your personal data for the purpose of applying for additional learning support while studying at college. Having a personal learning support plan is optional, however the support and

adjustments cannot be offered if the relevant information is not provided. If you were to withhold the personal data we required, we will not be able to provide access to additional learning support and necessary reasonable adjustments.

Sharing your personal data

We will share your personal data with:

- Professional bodies, such as mental health professionals, psychiatrists, audiologists
- Awarding bodies
- External work placement partners

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.

Your personal learning support plan will be held in line with your student records and retained for 6 years after the end of the academic year you leave the college.

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