

# Privacy Notice

## Lanarkshire Business Hub Events

This notice covers the processing of personal data when you register and attend Lanarkshire Business Hub events.

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](mailto:data.protection@nclan.ac.uk)

## Personal data we process

- Full Name
- Job Title
- Company Name
- Contact details
- Any images taking during the event. (Where photos or videos are being taken, you will be notified at the beginning of or as you enter the event)

## How we use your personal data

We will use your personal data for the following purposes:

- To register you for the event and reserve your place.
- To provide you with information about the event e.g., changes, log on information.
- To seek your feedback on the event.

### Our lawful basis – Legitimate Interests

- To share your contact details with other event attendees
- To send marketing information about future developments and events related to the Lanarkshire Business Hub

### Our lawful basis – Consent

## Sharing your personal data

We will share your personal data with the following:

- **Other event attendees** – only where you consent to this.
- **Our partners or sponsors** of the event you attend - only where you consent to this.

## 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.

We will retain your personal data for 3 years from the academic year the event was held.

**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.

**Withdrawal of consent**

You have the right to withdraw consent at any time. You can do this by emailing:

[lanarkshire.businesshub@nclan.ac.uk](mailto:lanarkshire.businesshub@nclan.ac.uk)

**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](mailto:data.protection@nclan.ac.uk)