



Privacy Notice

Modern Apprenticeship

This notice covers the processing of personal data by New College Lanarkshire when you participate in a Modern Apprenticeship programme.

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 processed

- Name
- Contact Details
- Date of Birth
- National Insurance Number
- Employment status and history and qualifications
- Evidence of employment (copy of a payslip)
- Scottish Candidate Number
- Course details
- Attendance and Progress reviews
- Coursework
- Equality Monitoring Data

How we use your personal data

We use your personal data for the following purposes:

- To administrate and delivery the Modern Apprentice Programme
- To confirm your eligibility to enrol in the Modern Apprentice Programme
- To provide access to college systems and services
- For performance and assessment purposes
- To access funding to support the costs of the Modern Apprenticeship Programme
- To add you to our Institute of Apprenticeships Alumni Network

Our lawful basis for using this personal data is **contract** and **public task**. 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, Part2 8 (1) – Equality or opportunity of treatment.

Failure to provide personal data

If you do not provide personal data that is required by NCL for a contract 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.

Sharing your personal data

We will share your personal data with:

- Skills Development Scotland
- Scottish Funding Council
- Awarding Bodies
- Sector Skills Councils
- Employers who are supporting you in the Programme

International Transfer

We use DocuSign to allow us to share and sign contracts between us, you and your employer. DocuSign are based in the US, and this means your data will be transferred outside the UK. We have appropriate agreements in place with DocuSign to ensure they safeguard this data transfer.

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 are required to retain Modern Apprentice records in line with Skills Development Scotland's retention guidance.

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