



# Privacy Notice

## Access Centre

This notice covers the processing of personal data by New College Lanarkshire when you apply for a Disabled Students' Allowance (DSA) assessment via our Access Centre.

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 information you can contact our Data Protection Officer at [data.protection@nclan.ac.uk](mailto:data.protection@nclan.ac.uk)

### Personal data we process

- Name
- Personal Contact Details (name, telephone, email, address)
- Date of Birth
- School
- Course details
- University or College (where relevant)
- Student number
- Additional support needs
- Health conditions and medical requirements

### How we use your personal data

We use your personal data to:

- complete your disabled student's allowance assessment
- submit your completed assessment to SAAS
- provide a copy of your assessment to your University or College

Our lawful basis for using this personal data is **Public Task**. Where we process special category and criminal conviction data our additional lawful basis is **reasons of substantial public interest**.

### Sharing your personal data

We will only share your personal data where necessary for a legal or regulatory compliance, this will include with the following:

- Student Awards Agency Scotland (SAAS) - [Student Privacy Statement \(saas.gov.uk\)](https://www.saas.gov.uk)
- The University or College where you are currently enrolled

### Failure to provide personal data

If you do not provide personal data that is required for a lawful purpose or to fulfil our public task, we may be prevented from completing your assessment.

### 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.

**New College Lanarkshire Students** - Your completed assessment will be held in line with your student records and retained for 6 years after you leave the college.

**Access Centre Clients** - Your completed assessment will be held for the current academic year plus 5 years.

### **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.

You also have the right to complain directly to the Information Commissioners office (ICO). You can contact the ICO on 0303 123 1113 or for more information visit [Make a complaint | ICO](#)