



## **PRIVACY NOTICE**

### **Mobility Programme (Turning) – Student Participants**

This notice covers the processing of personal data by New College Lanarkshire when you participate in the college Mobility Programme.

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)

#### **How we use your information**

We will use your information:

- To book travel and accommodation
- To ensure appropriate insurance is in place
- To arrange work placements
- To support you on placement
- To contact your emergency contacts, when necessary
- To monitor compliance with the participation agreement and college code of conduct
- To allow the college to claim funding for the project
- To make subsistence payments to you
- Reporting to funding providers, including equality monitoring

Our lawful basis for using this information is **contract**. Where special category information is processed our lawful basis is **substantial public task**, for the purposes of equality monitoring and insurance.

#### **Personal information processed**

- |                                      |  |
|--------------------------------------|--|
| • Name                               | • Photograph   |
| • Contact details                    | • Placement Reports including performance and behaviour on during the trip |
| • National Insurance Number          | • Special Education Needs  |
| • Gender                             | • Medical conditions   |
| • Nationality                        | • Equality information   |
| • Date of Birth                      | • Application information  |
| • Emergency contacts                 | • Passport details   |
| • Bank Details                       |  |
| • Qualifications and work experience |  |

## **Sharing your information**

We will share your information with:

- Insurance providers
- Travel and Accommodation Providers
- Funding providers
- Workplace partners

## **International transfers**

As the Mobility programme involves travel to countries outside the UK, it will be necessary to transfer personal information outside the UK. The appropriate safeguards will be determined by the destination country and will only happen when

- the country is covered by UK adequacy regulations; or
- appropriate safeguards are in place, such as an International Data Transfer Agreement or
- the transfer covered by an exception.

## **Retention**

We will retain your information for as long as it is required for the purposes described in this privacy notice and as below:

- Your information will be retained in line with the funder for the project, up to a maximum of 7 years from the end of the project.

## **Your Rights**

You have rights in relation to the personal information 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/data-protection/>