



PRIVACY NOTICE

Training Restaurants

This notice covers the processing of personal data by New College Lanarkshire when you make a reservation at one of our training restaurants (Taste – Cumbernauld or MLOne – Motherwell)

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 we process

- Name
- Contact Details
- Dietary requirements
- Photos (only where you consent)

How we use your data

We use your data for the following purposes:

- To confirm your reservation and communicate with you in relation to your reservation
- To contact you to discuss dietary requirements
- To process your payment
- To ask for your feedback on your experience

Our lawful basis for using this data is **contract** and **public task**.

- To send you direct marketing via email
- To promote the training restaurants and hospitality department via our social media channels.

Our lawful basis for using this data is **consent**.

Sharing your data

We do not share your data with any third parties.

Where you have consented to your photo being used to promote the training restaurants via our social media platforms, your image will be publicly available.

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.

- Reservation details - will be retained until the end of the academic year that you attended the restaurant.
- Consent to marketing – will be retained until the end of the academic year that you withdraw your consent.

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>

Where we are processing your data under the lawful basis of your consent. You have the right to withdraw this at any time by contacting taste@nclan.ac.uk or MLOne@nclan.ac.uk