



PRIVACY NOTICE

Mobility Programme (Turning) – Student Applicants

This notice covers the processing of personal data by New College Lanarkshire when you apply to 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

How we use your information

We will use your information to:

- Assess your suitability to participate in the Mobility Programme

Our lawful basis for using this information is **contract**

Personal information processed

- Name
- Contact details
- Student Number
- Course Details
- Application information, including your personal statement
- Course performance, including coursework completion, attendance, and tutor references
- ID documentation e.g., passport
- Interview notes and outcome

Sharing your information

At the application stage we only share your information with the relevant New College Lanarkshire employees.

Retention

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

- **Successful applicants** – your information will form part of your participation records and will be retained in line with the funder for the project, up to a maximum of 7 years from the end of the project.
- **Unsuccessful Applicants (Reserve List)** – until the end of the Academic Year of application.

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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/>