



**NEW
COLLEGE
LANARKSHIRE**

PRIVACY NOTICE

Library Website Visitors

This notice covers the processing of personal data by New College Lanarkshire when you visit the New College Lanarkshire Library and Learning Centre website.

You can access our full student privacy notice from this link - <https://www.nclanarkshire.ac.uk/us/data-protection/privacy-notices>

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:

- Respond to any enquiries you make via our contact us form

Our lawful basis for using this information is **public task**

Personal information processed

- Name
- Contact details
- Details of your enquiry

Retention

Enquiries will be retained until closed

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/us/data-protection>