



**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.

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:

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

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

### **Personal information processed**

- Name
- Contact details
- Details of your enquiry

### **Sharing your information**

We may share your information with

### **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>