



## Privacy Notice – Caledonian Club (GCU Outreach)

### Background

This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

- Staff and pupils from Nursery, Primary and Secondary schools engaging with the Caledonian Clubs in Glasgow and London

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

### Using your personal information

**Who will process my information?**

Under Data Protection law the University is the “data controller”. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data.

**Why do we collect and use your personal information?**

The Caledonian Club is a widening participation and community engagement initiative working across local communities in Glasgow and London. The processing and use of personal information is required in order to operate projects, to have up to date contact and support information for pupils, to monitor academic progress and to track post destination of its participants.

**Keeping information updated**

The University strives to ensure that all personal information is accurate and up to date.

Pupils should inform the Caledonian Club ([caledonianclub@gcu.ac.uk](mailto:caledonianclub@gcu.ac.uk)) of any changes to information so that data can be kept up to date.

**How long is the information kept?**

The University will retain your information only for as long as necessary for the purposes described.

Further information is available in the University Records Retention Schedules:

<https://www.gcu.ac.uk/recordsmgmt/>

**Where do we obtain information from?**

Information is obtained directly from pupils and parents/guardians or from partners, for example, Glasgow City Council.

**What information is being collected and used?**

Data will consist of the information provided by the “data subject” or partner organisations. Information may be in hard copy or electronic format. This includes:

- Name, date of birth, address, qualifications, email address, contact phone number and support information.

**Who is the information shared with?**

Your information will be shared internally only with those individuals who require it in the course of their duties.

Your information may be shared with partner schools ([Irena to confirm](#)).

**How is the information kept securely?**

Information is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis.

**Will the information be used for automated decision-making?**

No.

**Is the information transferred outside the European Union?**

No.

**Your rights**

Caledonian Club participants have certain rights including to request access to, to change, to delete or to request that personal information is not used. Whereby consent to use personal information is sought, this will be made clear to the “data subject” or parent/guardian along with the right to withdraw consent at any time.

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner’s Office

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you’ve given us

Please contact us if you wish to exercise/enquire about any of these rights.

**Contact Details**

Data Protection Officer (DPO)  
Department of Governance  
Britannia Building  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

**Legal basis for using your information**

The legal condition which enables the University to process personal information is found in Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on:

- Article 6(1)(a) consent
- Article 6(1)(b) performance of a contract
- Article 6(1)(d) vital interests
- Article 6(1)(e) performance of a task in the public interests/exercise of official authority

**Further information**

The Information Commissioner's Office website: <http://www.ico.org.uk>

The University's Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>

Further information is available in the Student Privacy Notice:

<https://www.gcu.ac.uk/dataprotection/>