

Privacy Notice – School Connect (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 attending partner secondary schools
- Student mentors

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 School Connect programme works closely with 12 partner secondary schools, engaging pupils across three core projects at key stages, to break down barriers to higher education and support the curriculum by providing Student Mentor role models from a range of subjects. Our activities help inform pupils about the diverse range of careers open to them. Senior pupils applying to Glasgow Caledonian University can also access application and transition support to ensure they have the resources to gain the maximum benefit from their University studies.

Personal information is collected and processed in order to administer, evaluate and monitor the School Connect activities undertaken, as well as, to track progression and retention of pupils who progress to study at GCU.

Keeping information updated

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

Data subjects should inform GCU of changes to their personal data by contacting Rachel.Hyslop@gcu.ac.uk

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 via paper registers during activities in schools and via UCAS for admissions purposes then shared with School Connect in order to support students coming to GCU.

What information is being collected and used?

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

- Pupils information from partner schools
- Names for attendance registers, as well as, application data collected via UCAS

Special category personal information is also processed where it is necessary and lawful for us to do so. In most cases you have the option whether to provide this information or not. This refers to data revealing:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade Union membership
- Physical or mental health
- Sex life or sexual orientation

Data relating to criminal convictions and offences is also subject to additional protection.

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.

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

School Connect participants have certain rights including to request access to, to change, to delete or to request that personal information is not used.

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

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/>