



## Privacy Notice

### Background

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

*Glasgow Caledonian University and students of Glasgow Caledonian University accessing NHS Scotland Academy for the purposes of Medical Ultrasound mentorship.*

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 and NHS Scotland Academy are the “data controller’s”. This means that they are responsible for how they use and processes your information and complying with requests relating to your personal data.

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

*Example:*

*The University collects, holds and uses information about you for a number of reasons including:*

- *Administrative management*
- *Communications necessary to your role or attendance at the University/NHS Scotland Academy*
- *To record attendance and progression*
- *Ensuring equality of opportunity and equal opportunities monitoring*
- *Ensuring health and safety*

#### Keeping information updated

The University strives to ensure that all personal information is accurate and 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?**

*Example:*

- *We obtain information directly from the individual themselves (data subject) through their application to study at the University.*
- *From your interactions when using the service.*

**(School/Department to edit details)****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:

- *Personal data relating to students processed during the course of their studies, including student name, ID, Health board of employment, placements, progression and award details.*

Special category personal information may be processed if 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.

The University may be required to share your personal information with external organisations including relevant UK Government departments where we are required to do so. This may happen due to a statutory or legal obligation.



<p><b>How is the information kept securely?</b></p> <p>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.</p>
<p><b>Will the information be used for automated decision-making?</b></p> <p>No</p>
<p><b>Is the information transferred outside the United Kingdom?</b></p> <p>No</p>
<p><b>Your rights</b></p> <p>You have the right to:</p> <ul style="list-style-type: none"> <li>• Find out what personal data we process about you and to request a copy of the data</li> <li>• Ask us to correct inaccurate or incomplete data</li> <li>• Withdraw consent to process your personal data, if you were asked for and provided consent</li> </ul> <p>If you think we are acting unfairly or unlawfully you can:</p> <ul style="list-style-type: none"> <li>• Object to the way we are using your data</li> <li>• Complain to the UK Information Commissioner’s Office</li> </ul> <p>Under certain conditions you also have the right to ask us to:</p> <ul style="list-style-type: none"> <li>• Restrict the use of your data</li> <li>• Erase your information or tell us to stop using it to make decisions about you</li> <li>• Provide you with a portable electronic copy of data you’ve given us</li> </ul> <p>Please contact us if you wish to exercise/enquire about any of these rights.</p>

**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:

*Example:*

- *Article 6(1)(b) performance of a contract*
- *Article 6(1)(c) compliance with a legal obligation*
- *Article 6(1)(d) vital interests*
- *Article 6(1)(e) performance of a task in the public interests/exercise of official authority*
- *Article 6(1)(f) legitimate interests*

*In the event we are required to process special categories of data a lawful basis identifies identified within Article 9 of GDPR will apply.*

**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 and Staff Privacy Notice:  
<https://www.gcu.ac.uk/dataprotection/>