

Privacy Notice – Advanced Higher Hub (AHH)

Background

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

- Advanced Higher Hub (AHH), Glasgow City Council and students

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?

Personal information is collected and processed in order to administer and manage the programme including allocating, supporting, monitoring and tracking students studying at the Advanced Higher Hub (AHH).

Keeping information updated

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

Students should inform the Advanced Higher Hub (AHH) of any changes to their personal information by contacting AHHub@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 provided directly from students and from Glasgow City Council. A Data Sharing Agreement is in place between the Advance Higher Hub (AHH) and Glasgow City Council with regards to arrangements.

Photographs are taken using cameras by Advanced Higher Hub (AHH) members of staff. We will seek your consent to take your photograph and explain how the image will be used.

What information is being collected and used?

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

- Name, date of birth, address, telephone number, email addresses, qualifications, photographs and support information

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.

The University may share your information with Glasgow City Council.

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

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

Where special categories of data are processed we will have your explicit consent or another legal reason within Article 9(2) 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:

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