**Privacy Notice**

**Privacy Notice – Student Engagement and Events**

**Background**

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

All 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 complies with requests relating to your personal data.

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

The Student Engagement and Events Team provides activities and events students can engage with, to help enhance the wider student experience for each student.

The Student Engagement and Events Team are responsible for the administration of various activities, namely the PALS scheme, the Keep In Touch campaign, Global Buddies and many on and off campus activities. The purpose of collecting information is for students to access or engage with these activities.

**Keeping information updated**

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

Applicants and Student information will be updated during the duration of the studies. The Applicant and/or Student is responsible for notifying the Student Engagement and Events Team of any incorrect information and updates.

The University will notify where appropriate, information updates/change of circumstances to Third Parties.

**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/aboutgcu/universitygovernance/recordsmgt/documents/).

**Where do we obtain information from?**

Information is collected directly from Applicants and Students through the Student Portal and/or sign up forms

Information may also be collected by third parties, these are WhatsApp and Eventbrite.

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

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

* Personal information collected may include name, student ID, course/year, telephone number, email and profile pictures.

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. This may happen due to a statutory or legal obligation.

Information will be shared within GCU and external organisations for the purpose of supporting and processing activities, for example, WhatsApp and Eventbrite, GCU will share information with them.

**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.

Where personal information is shared with or processed by Third Parties, the University will ensure that information will be managed and protected through appropriate security procedures and policies.

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

No.

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

Yes. In some circumstances, personal information may be transferred, for example for the purpose of processing PALS – WhatsApp is used.

**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 the data you’ve given us

Where consent is the legal basis for processing personal information, the Data Subject (Applicant or Student) has the right to withdraw consent at any time by contacting the Student Engagement and Events Team. This means that where consent is withdrawn, the student may not be able to participate in the relevant activity.

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)(c) compliance with a legal obligation