



Privacy Notice

Background

This Privacy Notice is designed to explain how and why information about individuals who engage with Routes for All is used and managed.

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 Glasgow Caledonian University (GCU) is the data controller. This means that GCU is responsible for how it uses and processes your information and dealing with requests about your personal data. We share limited personal data with Focus West, based at University of Strathclyde. You may also provide data to Focus West when you use the Focus Point website. The University of Strathclyde is the data controller for this data.

Why do we collect and use your personal information?

GCU collects, holds and uses information about you for a number of reasons including:

- Communications necessary to the work of Routes for All in order to support pupils
- To record attendance
- To track your career progress after you leave school
- If you email us, we will also store your email address and personal details to manage your enquiry and to support you
- We will store your email address to keep in touch with you

Keeping information updated

GCU wants to make sure that all personal information is accurate and up to date. If you move house or change your name for any reason, we would be grateful if you could let us know by contacting routesforall@gcu.ac.uk.

How long is the information kept?

GCU will keep your information only for as long as necessary for the purposes described. We will keep your information for no more than three years after you leave school. After this time, all your personal data will be securely destroyed.

Further information is available in the University Records Retention Schedules:

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

Where do we obtain information from?

We obtain data from you, if you want to give it to us. It is possible that your school or teachers may give us some other information about you, such as the subjects you are studying or your plans for college or university, in order to help you reach your goals.

What information is being collected and used?

Data will consist of the information provided by the “data subject” (you). Information may be in paper or electronic format. This includes:

- Your name, school, date of birth and postcode
- Education records including qualifications, skills and personal statements

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. GCU may be required to share your personal information with external organisations. This may happen due to a statutory or legal obligation. We may share your information with the following organisations if requested or required to do so.

- Our funders, Focus West
- External providers of facilities/services you have chosen to use/receive, such as a college, university or training provider

How is the information kept securely?

Information is kept securely on GCU equipment in line with GCU 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 at dataprotection@gcu.ac.uk if you wish to exercise/enquire about any of these rights.

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
- 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

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/>