



## BACHELOR OF DENTAL SURGERY

### Acknowledgement of Code of Professional Conduct and Fitness to Practise

All applicants who have been invited to interview for a place on the BDS course should have downloaded, read and signed a copy of the *Code of Professional Conduct and Fitness to Practise* which BDS students are required to sign at the beginning of each academic year. **You should retain this document for information at this stage.**

Please sign to confirm that you have read and understood this document and that you will be able to comply with the standards of behaviour expected of you as a BDS student:

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **PRIVACY NOTICE FOR BDS APPLICANTS**

### **Your Personal Data**

**The University of Glasgow** will be what's known as the 'Controller' of the personal data you provide to us as part of the application process for study at the University. This privacy notice will explain how The Dental School as part of the University of Glasgow will process your personal data.

### **Why we need it**

We need to collect your basic personal data in order to facilitate and manage your application for study at the University of Glasgow. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

### **Legal basis for processing your data**

We must have a legal basis for processing all personal data. We require your data as it is necessary for the performance of the Student Contract.

### **What we do with it**

All the personal data is processed by University staff in the United Kingdom:

- Your data will be processed by University staff whose roles include pre-registration duties.
- Your data will be processed in order to assess your application for admission and in order to inform you of updates to your application status.

Your data will only be processed for purposes relevant to the administering your application and will not be shared with any third parties with the following limited exceptions:

- If your application is submitted through a University of Glasgow approved agent, and you have entered the required Agent Code in the Source of Information page, then your data will be shared with this agent.
- If you have uploaded a reference, we may contact the referee to clarify information. We may ask a referee to verify information you have provided to us where relevant.
- In cases where University staff responsible for admissions decisions are not satisfied that an academic document is genuine, we will check the authenticity of the academic document with either the awarding body or the UK National Academic Recognition Information Centre (UK NARIC). In such cases, and in order to verify authenticity only a copy of the actual academic document will be shared.
- All language test results are verified online using the test provider's document ID number. For some test providers, your date of birth will also be used in order to verify your language test scores.
- If you require a Tier 4 student visa to study in the UK, then your data will be shared with UK Visas and Immigration (UKVI) in order to create a Confirmation of Acceptance for Studies (CAS).
- We may provide such information (including copies of the documents provided by you) to the General Dental Council or the applicable UK or Scottish governmental authority (for example, UK Visas and Immigration (UKVI) or Quality Assurance

Agency for Higher Education (QAA)) as may be requested under applicable legislation.

- We may provide access to such information (including copies of the documents provided by you) to our external auditors when relevant.

Further information is detailed on the [University of Glasgow Privacy Notice for Applicants](#).

### **Automated decision-making processes**

We do not use automated decision-making processes. In some limited cases we may use profiling in order to comply with government regulations for example around the Scottish Government widening access requirements.

### **What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and to have it corrected. You also have the right to request data portability.

### **Complaints**

If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and have it corrected or deleted. You also have the right to data portability. If you wish to exercise these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk).

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#).

### **Contact**

If you have any questions relating to this consent form or the way we are planning to use your information please contact: [med-sch-dental-ug@glasgow.ac.uk](mailto:med-sch-dental-ug@glasgow.ac.uk)