[**Please click here for guidance on drafting a Privacy Notice**](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/privacynotices/)

**\*All text highlighted in yellow and in square brackets should be edited or removed before finalising\***

Privacy Notice for [Insert name of project/processing activity]

**Your Personal Data**

The University of Glasgow AND [insert details of joint controller/s here if relevant] will be what’s known as the ‘Data Controller’ OR ‘Joint Data Controllers’ [delete as appropriate] of your personal data processed in relation to [insert details of the processing purpose]. This privacy notice will explain how The University of Glasgow AND [insert joint controllers here if relevant] will process your personal data.

**Why we need it**

We are collecting your basic personal data such as your [insert personal data types e.g. name, email, phone number, gender, age] and, where relevant, limited special categories data such as disability, ethnicity, other health data] to [insert purpose/s for processing the data]. We will only collect the data we need to provide and oversee this service to you [remove this sentence if the data is not being processed for service provision].

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is OR legal bases are [delete as appropriate]:

[insert applicable legal basis/bases here along with a brief explanation of why they apply e.g. ‘Consent – by providing your personal data you are consenting to be entered into the prize draw and to be contacted by email if you are a winner’]

**What we do with it and who we share it with**

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. [This wording should only be used if the processing will be undertaken by UofG in the UK. If data is shared with any third parties, then please amend this sentence and detail who the third parties are.]

[In addition:

* If data is transferred outside of the UK or European Economic Area (EEA), detail here. Personal data shared on an open website should be regarded as being shared worldwide and should also be stated. Please also note, many online services have servers that are located outside of the UK/EEA. Clarification should be sought from the service provider on whether this is the case and if so details should be included here.
* Provide details of any relevant security measures in place to protect the data e.g. encryption, pseudonymisation, access restriction.
* Details of any automated decision making or profiling taking place.

**How long do we keep it for**

Your data will be retained by the University for [insert retention period or retention criteria e.g. xx months after the conference has ended or the survey has concluded]. After this time, your data will be securely deleted.

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/informationrequests/datasubjectrights/)**?\***

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 may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](https://glasgow.saasiteu.com/alp.aspx?Role=anonymous&Tab=ServiceCatalog&CommandId=NewServiceRequestByOfferingId&Template=A719E970303F48E697239E7FDBBA5BC5) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University 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 not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>