Privacy Notice for LGBTQ+ Staff Network Mailing List

**Your Personal Data**

The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to the LGBTQ+ Staff Network Mailing List. This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**

We are collecting your basic personal data such as your name and email address to send this newsletter.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is:

Consent – by providing your personal data you are consenting to be added to the mailing list and to be contacted by email.

**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.

**How long do we keep it for**

Your data will be retained by the University until you request to remove it. 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/>