

Privacy Notice for Early Career Development Programme (ECDP)

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 Early Career Development Programme (ECDP). This privacy notice will explain how The University of Glasgow will process your personal data.

How do we collect your personal data?

We will obtain personal data about you from the following sources:

- University systems such as PeopleXD (HR system), the Performance & Development Review portal, and Moodle.
- Information provided by you to the University e.g. certifications.
- Information provided by University staff, e.g. Academic & Digital Development Team.

Why we need it

We are collecting the following basic personal data:

- Your name, GUID, staff number, University email, gender, and nationality.
- Information about your University role, such as your College, School, Subject Area, Job title, Grade, Career Track, contractual status (e.g. open-ended, fixed term), FTE, line management and EDCP mentorship details.
- Mandatory training history.
- Teaching Certification information e.g. Postgraduate Certificate in Academic Practice (PgCAP), Recognising Excellence in Teaching (RET) or equivalent qualifications, including enrolment, completion and assessment results data from the University's Academic & Digital Development team.
- Information relating to your performance, including your Performance & Development Review (PDR) form and promotion application dates and outcomes.
- ECDP programme information, including your ECDP joining date, year of ECDP, and promotion application due dates.
- We are also collecting limited special categories data about your ethnicity and disability, where relevant.

In order to:

- monitor individual progress on the programme for the purposes of providing support and management intervention where required.
- provide management information on progress of ECDP participants to support the strategic analysis of the programme.
- monitor trends across the ECDP cohort or sub-groups to enhance the programme design and delivery.
- Monitor equality data in relation to ECDP progress

Legal basis for processing your data

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

- For basic personal data: Article 6(1)(f) Legitimate Interests. The University has a legitimate interest in processing your personal data for the purposes of managing the ECDP and providing essential information to participants and those involved in supporting them throughout the programme. It is also in the interests of the University and ECDP participants to gather essential data for the monitoring and continuous improvement of the programme.

- For special category data: Article 9(2)(g) Substantial public interest on the basis of Union or Member State law. Under the Equality Act (2010) the University monitors ECDP participant progression to identify if any additional measures should be implemented to ensure provision of equal opportunities.

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, except for staff employed at the University of Glasgow Singapore Campus, which may be processed by University of Glasgow staff within the UK or in Singapore.
- The data will be shared between parties with a role in supporting colleagues through ECDP. This includes the ECDP Programme Director and Senior Management Group (SMG) sponsors, People & Organisational Development, VP/Head of College, Head of School, Line Manager, ECDP College and School Champions, ECDP Representatives, Academic & Digital Development and ECDP Quality Assurance Reviewers. This may also include administrative support for any of the above Senior Leaders.
- The specific information shared will be dependent on the role of the person it is being shared with and the intended use of the data.

In addition:

- Your data will be stored on secure University servers with appropriate access permissions and restrictions applied to authorised persons only.
- Database connections are encrypted, and access is via University credentials using Single Sign On and with Two Factor Authentication in place.

How long do we keep it for

We will hold your personal data for the duration of your employment plus 6 years following the end of your employment.

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 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.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@glg.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

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/>