**Please note all text highlighted in yellow and square brackets should be amended or removed before the Privacy Notice is finalised**

**Privacy Notice for [insert name of project/processing activity]** *(this page is to be retained by the data subject)*

**Your Personal Data**

The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to [insert name of project/processing activity] for the purpose of being used to promote the University. This Privacy Notice will explain how the University will process your personal data.

**Why we need it**

We are collecting your basic personal data to promote the University for marketing and promotional purposes in the ways which are specifically detailed and consented to in the accompanying Media Consent Form. We will only collect data that we need to fulfil and oversee this.

**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*.*

**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 UK. [Insert details, including name and reason for sharing, of any third parties you are sharing the data with if applicable]

**How long do we keep it for**

Your data will be retained by the University for [insert timeframe]. After this time, your data will be securely deleted.

**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.

As we are usingConsent as the legal basis to process your personal data, you also have the right to withdraw your consent at any time. If you chose to exercise your right to withdraw your consent, your personal data will not be used in future publications, or other outputs as you have consented to below, but may continue to appear in publications and outputs already in circulation. The University will also endeavour to remove your personal data from University managed media channels, but cannot guarantee your data will be removed from channels outside of the University’s control.

If you wish to exercise any of these rights, please submit your request via our [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).

**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/>.

**Contact details**

If you have any questions relating to this consent form or the way we are planning to use your information please contact [insert name and email of project owner]

**Media Consent Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of activity: |  | Date: |  |

The University of Glasgow is committed to controlling and processing personal data in accordance with Data Protection legislation. Your personal data collected, as detailed below, will be processed in the way(s) and for the purpose(s) detailed above in the accompanying Privacy Notice.

**I consent to my personal data being used in each of the following formats (please tick all that you consent to):** [please amend the options below as appropriate for your project]

|  |  |
| --- | --- |
| Photographic images (printed and digital) |  |
| Film/video images and/or audio recordings |  |
| Written comments/testimonials |  |

**I consent to this personal data being used in the following ways (please tick all that you consent to):** [please amend the options below as appropriate for your project]

|  |  |
| --- | --- |
| University of Glasgow websites |  |
| Email and online marketing, including but not limited to e-newsletters; on campus and outdoor digital displays; online and email adverts; online advertorials; editorial features in digital publications |  |
| Social media posts |  |
| Printed materials, including but not limited to leaflets; flyers; posters; banners; brochures; magazines; prospectuses |  |
| Presentations at events and conferences |  |
| Teaching materials |  |

I hereby consent to my personal data being used in the ways indicated above and in line with the attached Privacy Notice.  I understand that I have the right to withdraw my consent at any time.

Print Name:

Date: Email: