

Privacy Notice

This privacy notice explains how The University of Glasgow will process your personal data in relation to the provision of University accommodation.

Your Personal Data

The University of Glasgow will be what is known as the 'Controller' of the personal data you provide to us as part of the application process. We will collect basic personal data (such as Name, Student ID, Student Applicant ID (e.g. UCAS number), email address(es), phone number, care leaver status, address information, DOB, gender, course and photograph) as well as details regarding Disability and Health which is classified a special category data under The General Data Protection Regulation.

Why we need it

Upon accepting a place to study at The University of Glasgow your details are entered into our accommodation system. This profile allows you to make an application to reside in University provided accommodation at any point throughout your time as a student at the University.

If accepted to reside in University provided accommodation, we will use your personal data to facilitate your stay, including supporting special requirements due to a disability or long-term medical condition and, upon leaving, provide you with references.

Legal basis for processing your data

We must have a legal basis for processing your personal data. In this instance, we will rely on contract as you have supplied us with personal data for the purpose of entering into an accommodation contract. In addition, we may contact you from time to time to survey your experience with us as an accommodation provider. We will rely on legitimate interest in order to do so. If you supply us with data regarding your status as a Care Leaver, we will seek to process this data using the legal basis of legitimate interest as your status will determine the type of accommodation you may be placed in, as well as the term of your contract. If you supply us with disability or health data we require your explicit consent to process this data. Additionally, we will require your explicit consent to share any disability/health data with the University's Disability Service in order to seek specialist advice and support the provision of suitable accommodation

What we do with it

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

How we collect and process your data:

- Upon accepting a place to study at The University of Glasgow a basic accommodation profile will be made based on your MyCampus details.
- When making an application for accommodation you will be required to supply your personal data as part of the registration process. This data is held within our accommodation system and will be maintained and administrated by University Staff for the purposes of processing your accommodation application, finding the most suitable accommodation for you and if accepted, your stay within University provided accommodation.
- We may also use your details to contact you regarding job opportunities within University provided accommodation, to inform you of University support/wellbeing services and events as well as surveying you on your experience with us as an accommodation provider.
- We may share your details with the University's Disability Service when assessing accommodation requirements for applicants who note a disability or long-term health condition which may impact their accommodation needs.
- To support and implement special requirements due to a disability or long-term health condition, your data will be shared with the residence site management team
- If you accept an offer to take up residence within University accommodation your personal data will be shared with University of Glasgow Sport as you will receive a free off-peak gym membership as part of your accommodation agreement.
- If there is an incident within University provided accommodation, University or Glasgow Student Villages Limited staff may have cause to record this within the University's Helpdesk system for records management purposes.

Automated Processing

When applying for accommodation provided by the University your data may be subject to Automated Processing. The University runs software to analyse a candidate's home address to determine if you would be considered a 'local student' or not. The results may determine your eligibility to be offered a place within University provided accommodation.

As such we require your explicit consent to process your address information to see if you fall under the definition of a 'local student'.

Third Parties

Your data will only be processed for the purposes of maintaining your accommodation profile, administering an application for accommodation, facilitating your stay and providing references upon leaving University provided accommodation. Your data will not be shared with any third parties (with the following limited exceptions):

- The University of Glasgow works with a facilities management firm, Glasgow Student Villages Limited. Glasgow Student Villages Limited act as our managing agents across Cairncross House, Kelvinhaugh Gate, Kelvinhaugh Street, Murano Street, Queen Margaret Residences and Winton Drive.
- If you are placed within accommodation that Glasgow Student Villages Limited manage, Glasgow Student Villages Limited staff will be able to view your personal data for the purposes of facilitating your stay within said accommodation. They may also contact you to survey your experience with them as a facilities management provider.
- The University of Glasgow works with private accommodation provider Unite Students and student management service provider Homes for Students. Unite Students act as managing agents for Kelvin Court and Thurso Street. Homes for Students act as managing agents for Firhill Court.

How long we keep it

If you apply to take up residence within University provided accommodation The University of Glasgow will continue to hold your personal information for the purposes of providing you with references upon your request. As such we will retain your personal data for up to three years after the year you make your last accommodation application.

Upon accepting a place to study at The University of Glasgow your details are entered into our accommodation system. This profile allows you to make an application to reside in University provided accommodation at any point throughout your time as a student at the University. If you do not apply for University provided accommodation your accommodation profile and personal data will be deleted upon the termination of your studies.

The retention policies as set out above are effective from the 25th of May 2018.

What are your rights?

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 restricted, corrected or erased. You also have the right to withdraw your consent at any time. If you wish to exercise any of these rights, please contact dp@glasgow.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

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). <https://ico.org.uk/>