

Privacy Notice for Healthy Working Lives Group, Continuing Professional Education Courses

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 administration of Continuing Professional Development courses offered by the Healthy Working Lives Group, within the Institute of Health & Wellbeing. This privacy notice will explain how we will process your personal data.

Why we need it

We are collecting your personal data (name, designation, organisation and email address and, if you register for a course/event, gender, dietary and access requirements will also be retained) in order carry out administrative tasks relating to the hosting of CPD courses/events. These courses/events include current CPD courses/events, CPD courses/events which we may develop in future and CPD courses/events which allow you to maintain a formal accreditation from any regulatory body which we represent e.g. Faculty of Medicine (FOM). We will only collect data that we need in order to provide and oversee this service to you.

At the point of registration we will be in contact with you to make practical arrangements for your attendance at the specific course to which you are subscribing. We will also include basic data (name and organisation) on a delegate list/badge and sign in sheet for the purposes of ONLY the specific course/event you are attending.

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 a limited team of staff within the Healthy Working Lives Group, within the Institute of Health & Wellbeing at the University of Glasgow in the United Kingdom. Your data will be password protected and secure at all times.

How long do we keep it for

Event registration information will be retained by the university for as long as it takes to complete essential administrative tasks and no longer than 2 years after an event has taken place. This information will then be securely destroyed. Your email address will remain on our event mailing list, if you consent to opt in, until such time as you ask us to remove it, which you may do at any time.

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.



University
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Institute of Health
& Wellbeing



Where we have relied on 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 contact 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

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/>

By providing your consent by email you are confirming that you have read and understood your personal data will be used and you have opted in to remaining on our mailing list.