

## CLMC Admissions Privacy Notice

### **Your Personal Data:**

**The University of Glasgow** will be what's known as the 'Controller' of the personal data you provide to us as part of the application process for an Erasmus Mundus scholarship. This privacy notice will explain how the CLMC consortium will process your personal data.

### **Why we need it**

We need to collect your basic personal data in order to facilitate and manage your application for an Erasmus Mundus scholarship. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

### **Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, we require your data as it is necessary for the performance of the Erasmus Mundus scholarship competition review which you have entered into.

### **What we do with it**

If your application is eligible for the scholarship competition, your details will be shared with the CLMC consortium partner universities and the Education, Audiovisual and Culture Executive Agency of the European Commission (EACEA) and will be stored on their respective servers.

### **How long we keep it**

Your application data will be stored by the CLMC Consortium until the end of the current recruitment cycle. If you take up a place on the programme your application data will be stored until 5 years after the end of the CLMC programme's Erasmus Mundus grant funding period.

### **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 to have it corrected. You also have the right to request data portability.

### **Complaints**

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 corrected or deleted. You also have the right to data portability. If you wish to exercise these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.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](mailto: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/>.