

Privacy Notice – Out of order lift email distribution list

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 'Out of order lift email distribution list for staff'. This Privacy Notice will explain how the University will process your personal data.

Why we need it

In order to provide you with information in relation to when University maintained lifts are out of order and subsequently then brought back into operation. We will only collect data that we need in order 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' - by opting into the email distribution list you are providing your 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. The distribution list for staff will be maintained by the Equality and Diversity Unit. No other staff will have access to the information. Estates and Commercial Services staff will have 'send only' rights.

How long do we keep it for

Your data will be retained by the University until you specifically ask us to remove you from the distributionlist or you leave the University, which ever is sooner.

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 using 'Consent' as the legal basis to process your personal 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/>.

Contact details

If you have any questions relating to this consent form or the way we are planning to use your information please contact: equality@glasgow.ac.uk