

Privacy Notice for: Recruitment of Irish Teachers 2019 Application for Masters Funding

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data, processed in relation to Masters Funding for Irish teachers 2019. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

When applying for a place on the Inclusive Education Irish Teachers Masters at The University of Glasgow your details are initially entered into the admissions section of the Universities mycampus system; then if the application is successful and you accept a place your information is stored on the mycampus student records system.

We will collect your personal data- including name, contact details, educational history and details regarding religious denomination- which is classified as special category data under the general data protection regulation. This is solely for the basis of fulfilling a specific criteria of this course.

In order to process your application for the Irish teachers 2019 Masters Funding, we will only collect this essential data.

Legal basis for processing your data

We must have a legal basis in order to process your personal data. In this instance we are relying on the legal basis of contract, as we require this specific information from yourselves in order to process your application further and show local authorities that you can fulfil the prerequisites stipulated for this programme.

In the instances in which you have provided us with special categories information (for this application we would require information on your religious denomination) we require explicit consent to include this. We would need you to comply with this to fulfil the requirements of this application.

What we do with it and who we share it with

- When making an application for this course you will be required to supply your personal data which we will hold during the application process and if successful for the duration of the course and work placement.
- All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom, we will share this with the local teaching authorities; Glasgow,

Lothian & Edinburgh. These local authorities will require your personal information to process your two-year work placement within the selected area you are assigned.

- When dealing with your data in relation to sharing information with the relevant authorities we will use Password protection and will remove personal identifiable information.

Third Parties

To apply for this programme, you are required to have two supporting references (one being academic); we will rely on you to get full, explicit consent from your referees. You will need to comply with these requirements to fulfil the application process.

Your data will only be held for the purposes of processing your application, subsequent work placement and providing references upon leaving. Your data will not be shared with any third parties except from the local authorities Glasgow, Lothian, Edinburgh.

How long do we keep it for

Your data will be retained by the University for a duration of 5 years After this time, data will be securely deleted.

It will be held by the relevant local authorities as per data sharing agreement.

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 corrected or, erased.

If you wish to exercise any of these rights, please contact dp@qla.ac.uk.

Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

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/>

I have read and understand how my personal data will be used.

Signed:

Date:

*Sign below to give **explicit consent** to the processing of 'Special Categories of Personal Data'*

*I hereby give my written and **explicit consent to the processing of 'Special Categories of Personal Data' [i.e. data regarding religious belief]** being processed in the way(s) detailed above and in the attached Privacy Notice.*

Signed: _____ Date: _____