

Privacy Notice *(this page is to be retained by data subject)*

Your Personal Data

“**The University of Glasgow**” will be what’s known as the ‘Data Controller’ of your personal data processed in relation to you accessing Mental Health First Aid (MHFA). This Privacy Notice will explain how the University will process your Personal Data.

Why we need it

We are collecting some of your basic Personal Data and Special Categories of Personal Data being processed, so that the University can monitor any emerging trends across the campus and to therefore concentrate on the types of support we are able to provide and where we need to focus our efforts to best respond to particular issues. We will only collect data that we need in order to fulfil and oversee this and with your consent.

We will use some of your basis personal data so that we are able to provide you with any mutually agreed follow up support and/or information, and so that we are able to locate your Personal Data and Special Categories of Personal Data should you wish to exercise your rights under GDPR. The data we will be collecting will be:

- Name
- Contact telephone/email
- Nature of presenting mental health issue(s)
- Support currently being received for presenting or other issues i.e. Counselling EAP; Counselling NHS ; Counselling Private; Cognitive Behavioural Therapy (CBT); Clinical Psychologist; Psychiatrist; Other
- Status i.e. Student/Staff role

Legal basis for processing your Personal Data

We must have a legal basis for processing all personal data. In this instance, the legal basis for processing your Personal Data are:

- ‘**Consent**’ - Article 6(1)(a) the University will only process certain data if you provide consent as indicated in the attached signed accompanying consent form.
- ‘**Vital Interests**’ - Article 6(1)(d) provides a lawful basis for processing where “processing is necessary in order to protect the vital interests of the data subject or of another natural person” and where no other lawful basis can apply.

Legal basis for processing Special Categories of Personal Data

Because we are also processing *Special Categories Personal Data* we therefore require a further legal basis to process.

- In this instance, for our legal basis for processing Special Categories of Personal Data we are using: ‘**Explicit consent**’ - GDPR Article 9(2)(a) provides that the University can only process certain data if you provide explicit consent as indicated in the signed accompanying consent form.

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 and is limited only to the Director of Health, Safety & Wellbeing, and administrative staff within HS&W, tasked with delivering, monitoring and reporting on the progress of the MHFA programme and requirements for continuing, developing and improving the Programme.

However, should the Mental Health First Aider become aware, during your conversation, that there is immediate risk to life, either yours or others, then the University may share some of your Personal Data and Special Categories Personal Data with the relevant authorities.

Your Personal Data and Special Categories of Personal Data will therefore only be shared where there is immediate concern for your safety or the safety of others. In such cases '*Vital Interests*' will be used as the legal basis for doing so.

How long do we keep it for?

Your data will be retained by the University for up to **two years**. After this time, data will be securely deleted.

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 and '**explicit consent**' to process your Special Categories of 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: David Harty, Director of University Safety & Resilience david.harty@glasgow.ac.uk