

Privacy Notice for data provided in relation to the University of Glasgow's e-bike scheme

Date: Version 2, November 2019

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to registration as a user of University of Glasgow owned e-bikes.

This privacy notice will explain how the University of Glasgow will process your personal data.

What data we collect

The personal data we will be collecting in relation to the survey includes

1. Name, department or unit, work contact details
These are required to manage your participation in the e-bike scheme.
2. Sex, age group and ethnic origin
These are required for monitoring purposes of participation profiles as requested by the scheme funding body, EST, on behalf of the Scottish Government. These are optional responses.

Special Categories of Personal Data

The special categories of data we will be collecting in relation to the survey are:

- Ethnic origin (these are optional responses)

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is 'contract'. With your signature on the 'User registration and agreement' you agree that the scheme administrators can use the personal data as collected for the stated purposes. If you do not agree, we will have no suitable way for managing your participation in the University's e-bike scheme.

The legal basis for processing special categories data, such as 'ethnic origin', is 'explicit consent'. If you choose to supply this information we will take this as you giving your explicit consent.

What we do with the data collected

We are collecting and processing data as outlined in this Privacy Notice as part of your participation in scheme and will use it in order to

- Manage your participation in the scheme
- Manage access to e-bikes as booked by participants
- Contact you and all other users with information regarding the scheme
- carry out analysis and produce reports on (anonymised) user profiles in regards to age group, ethnic origin and sex, to satisfy the scheme's funding body's reporting requirements
- carry out analysis and produce reports on (anonymised) user profiles in regards to age group, ethnic origin and sex, to inform the University's Travel Planning process to identify specific interventions to encourage participation of less represented user groups.

Who we share the data with

- We share your personal data with authorised University employees who are administrators of the scheme.
- We share your personal data in anonymised format (no identification possible) with EST under our reporting commitment.
- We share your personal data in anonymised format (no identification possible) with University employees in the Travel Planning team and 3rd parties working on the behalf of the Travel Planning team and are subject to a Data Sharing Agreement.

How long do we keep it for?

The data you provide will be retained by the University for as long as you participate in the University's e-bike scheme.

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.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.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 and the accessibility of the data (i.e. if your own data is impossible to retrieve due to the anonymous nature of the survey).

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

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/>.