

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 collected and processed in relation to the **Alumni Testimonial** on ***Date*** for the purpose of being used to promote the University. This Privacy Notice will explain how the University will process your personal data.

Why we need it

We are collecting your basic personal data in order to promote the University for marketing and promotional purposes in the ways which are specifically detailed and consented to in the accompanying signed and dated consent form. 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'.

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, or by its five approved external design agencies – d8, Tangent, Cactus, Alphagraphics, Room for Design.

The images taken at the shoot may also be shared with approved third parties that the University has a data sharing agreement with.

How long do we keep it for

Your data will be retained by the University for up to three years. After this time, data will be securely deleted. However, some images, recordings or written comments may be kept permanently once they are published and be kept as an archive of University life.

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: rosemary.simm@glasgow.ac.uk

Media Consent Form

Description of activity **Alumni testimonials**

Date:

The University of Glasgow is committed to controlling and processing personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection laws. The personal data collected as detailed below will therefore be controlled and processed in line with the relevant Data Protection laws and Regulations in the way(s) and purpose(s) detailed in the accompanying Privacy Notice.

I consent to my personal data being used in each of the following formats: (tick all that you consent to)

Photographic images of me – printed and digital (I understand that images may contain metadata including personal data which could be accessible to others when images are processed/shared, including beyond the University of Glasgow.)	
Film/video images and audio of me	
Written comments/testimonials of me	

I consent to this personal data being used (processed) in the following ways: (tick all that you consent to)

University of Glasgow web pages	
Email and online marketing including e-newsletters; online and email adverts; online advertorials and editorial features in digital publications	
Social media posts	
Printed materials including leaflets; flyers; posters; banners; brochures, magazines and prospectuses	
PowerPoint presentations	
Teaching materials	

I consent to this data being shared with approved third parties: (tick box)

I hereby give my consent to my personal data detailed above being used in the ways indicated above and in line with the attached Privacy Notice. I understand that as 'Consent' is being used as the lawful basis for processing this personal data, I have the right to withdraw my consent at any time.

Signed: _____ Print Name: _____

Date: _____ Email: _____