**Privacy Notice for use by Advisers of Studies with their Advisees**

**Your** [**Personal Data**](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/personaldata/)

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data processed in relation to information you provide to your Adviser of Studies. This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**

When you contact an Adviser of Studies/Advisory Team, they will keep a record of your advising support, and this will contain personal data such as your name and email address/contact details, and may contain other information about your course choices, health and wellbeing that you disclose to your Adviser/Advisory Team. Other information, including personal data, held on MyCampus may be accessed by your Adviser/Advisory Team as part of the support process. These data will be processed as part of the advisory process in order to facilitate and help you in your studies. In very limited circumstances, it may also be shared internally within the University as part of the Complaints Resolution process or Senate investigations. If your Adviser of Studies/Advisory Team has to be changed for any reason (e.g. your Adviser leaves the University, you change your College), you will be informed of this and any advising support information, including personal data, will be forwarded to the new Adviser/Advisory Team.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is

* Legitimate interests, as the University wishes to ensure that students receive the necessary support and advice they require during their studies.

In addition, if [special category personal data](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/specialcategoriesdata/) are being processed, an additional basis needs to be specified – in this context, we will rely on your explicit consent.

**What we do with it and who we share it with**

All personal and special category data is processed by Advisers of Studies or Advisory Teams at the University of Glasgow in the United Kingdom. These data will be kept on secure University systems used by your Adviser of Studies or the Advisory Team. This information will only be passed to another Adviser of Studies or another member of the Advisory Team if your Adviser or Advisory Team changes. Where relevant, and with your consent, your data may also be shared with the University Disability Service and/or Counselling & Psychological Services

**How long do we keep it for**

Your Advisory record/support notes will be retained by the University for two years after termination of your studies in the University. This is for the purpose of fulfilling reference requests. After this time, data will be securely deleted.

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/)**?\***

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.

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

If you wish to exercise any of these rights, please submit your request via the [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/) 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.

**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 consent to the University processing my personal data for the purposes detailed above.

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

Signed: ……………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………