

## **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 Glasgow Science Festival events, for the purpose of being used to market and promote the Festival. 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 evaluate the Glasgow Science Festival 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 as well as Survey Gizmo. Your personal data will not be shared with any other parties.

The University has the right to edit any comments/testimonials for the purposes of correcting grammatical, spelling, punctuation and formatting purposes without altering the viewpoint and nature of the original text.

### **How long do we keep it for**

Your data will be retained by the University. At any time, you can unsubscribe from the mailing list and your 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, 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](mailto: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](mailto: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: The Glasgow Science Festival team on [sciencefestival@glasgow.ac.uk](mailto:sciencefestival@glasgow.ac.uk)