

## Privacy Notice for Student Financial Aid (HEI Discretionary & Childcare Fund)

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### Your Personal Data

*The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to applications for student financial aid. This privacy notice will explain how The University of Glasgow will process your personal data.*

### Why we need it

*We are collecting your basic personal data such as email address/contact details and, where relevant, limited special categories data (such as financial data and documentary evidence of your income and expenditure) in order to assess your eligibility for financial aid. We will only collect data that we need in order to provide and oversee this service to you.*

*In addition, you may choose to include special categories data in the Applicant's Statement section of your application form to explain your request for financial aid. Special categories data is defined as:*

- *Racial or ethnic origin*
- *Political opinions*
- *Religious or philosophical beliefs*
- *Trade union membership*
- *Genetic data, biometric data for the purpose of uniquely identifying an individual*
- *Health data*
- *Sex life or sexual orientation*

### Legal basis for processing your data

*We must have a legal basis for processing all personal data. In this instance, the legal basis for processing the personal data contained in your application is contract. The legal basis for processing special categories data included in your application form is explicit consent.*

*In addition the legal basis for sharing your data with SAAS for fraud investigations and for the annual audit will be public task/official authority.*

### 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 United Kingdom. We may also contact the providers of the documentary evidence that you submit with your application in order to verify the content or authenticity of these documents.*
- *Information included in the application may be used to identify you for additional financial support offered via various charitable trusts which the Financial Aid team administers. Therefore your personal data may be shared with external charitable trusts if you are given an additional award.*
- *Information on your application and any subsequent award from the funds may be shared with Student Awards Agency Scotland (SAAS), who distribute the funds to Universities each year. This includes external auditors, who will examine a sample of applications each year to comply with SAAS guidelines.*

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

*Your data will be retained by the University for **3 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. 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 contact [dp@gla.ac.uk](mailto: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](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/>