

Privacy Notice

1. Introduction

Your privacy and trust are important to us and this Privacy Notice provides essential information about how the University of Strathclyde handles your personal information.

2. What is personal data/personal information?

In simple terms, personal data is information which identifies and relates to you, either on its own or in conjunction with other information held by the University. Sensitive personal data (or special categories of personal data, as it will be known under new EU legislation coming into force on 25 May 2018) is personal data which falls within one of these categories:

- personal data revealing racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data, biometric data for the purpose of uniquely identifying a natural person,
- data concerning health
- data concerning a natural person's sex life or sexual orientation shall be prohibited.
- data relating to criminal convictions/criminal proceedings (this definition will change slightly under GDPR)

3. The types of personal information we collect

We will process identifiable information about you from the details you supply via this form.

4. How we use personal information

The University uses your personal data for a variety of reasons and processes it where necessary for its legitimate interests including:

- Processing your enquiry
- To inform you about other appropriate services and events that may be organised by, or in conjunction with, the University
- For statistical and audit purposes

5. Where we store and process personal information

Electronic personal data is held on the University's secure servers. Hard copy data will be stored securely to prevent unauthorised disclosure.

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6. How we secure personal information

The University has robust Information Security policies in place to protect all the data it holds, including your personal data. You can read more about these policies and technical standards on the University website <https://www.strath.ac.uk/staff/policies/informationsecurity/>

On a day-to-day basis staff access to personal data is restricted on a 'need to know' basis. The University's data protection policies and procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place.

7. Who we share data with

The University will not share your data with any external organisations.

How long we keep personal information

The University will retain your personal data for the purposes described above until the start of the following Academic Year.

8. Rights under the Data Protection Act

As a 'Data Subject' you have several rights under the Act. These include the right to:

- access the personal data the University holds about you
- have inaccurate data corrected
- prevent processing of information which may cause you harm or distress
- prevent unsolicited marketing
- prevent automated decision-making.

For more information on your rights please see <https://ico.org.uk/for-the-public/is-my-information-beinghandled-correctly/>

9. Right to access personal data

You have a right to request a copy of the information the University holds about you this is known as a 'Subject Access Request' (SAR). For more information see the [University's Data Protection web pages](#) or contact dataprotection@strath.ac.uk.

10. Status of this Privacy Notice

This privacy notice is subject to change. Data protection legislation is changing in May 2018 when the new EU General Data Protection Regulation comes into force. You can find out more about the legislation on the ICO website www.ico.gov.uk. The University will advise you of any significant changes you need to be aware of, in relation to this privacy notice.

This Privacy Notice was last reviewed on **May 2018**