Privacy Notice

Your Personal Data
The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the **Residence Life Adventure** 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 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 for up to three years. After this time, data will be securely deleted. However, I understand that 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: Reidence Life Events Coordinator chelsea.gordon@glasgow.ac.uk

University of Glasgow

Media Consent Form

	Photographer (and Photo Unit ref)

Description of activity | Residence Life Adventure | 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 – 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	
Written comments/testimonials	

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	

Signed: _____   Print Name: _____

Date: _____   Email: _____