

## 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 the submission(s) for each part of the [X] initiative (incorporating *Let's Talk About [X]*, *[X]position*, *[X]pertise*, *[X]ceptional*, etc.). This Privacy Notice will explain how the University will process your personal data.

### Why we need it

We are collecting your basic personal data, including name, College/School, and social media account names. This information may include metadata that is visible to other users. We are collecting this information in order to promote the University for marketing and promotional purposes in the ways which are specifically detailed and consented to in accompanying signed and dated consent forms, where relevant, and to monitor and improve the reach and focus of teaching activities such as the [X] initiative offered by Student Learning Development. We will only collect data that we need in order to fulfil and oversee these aims.

### 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

Personal data you submit is processed by staff at the University of Glasgow in the UK. It may also be shared on YouTube, Moodle, the [X] webpages, and some social media platforms as detailed in any consent forms provided. Anonymised demographic information (e.g. number of participants at events, and any subject affiliations you declare) will be presented in departmental reports to monitor impact and reach.

*Please note:* Where personal data has been uploaded onto website or social media platform, even where the server is based in the UK, the website may still be accessed from outside the EEA. Where this is the case, and where a site has its servers located outwith of the EEA, then this is regarded as a 'restricted transfer'. In order to lawfully process personal data by restricted transfer, we are relying upon Exception 1 of Article 49 of the GDPR, 'explicit consent' from the data subjects.

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 we keep it for

Your data will be retained by the University for up to three years. After this time, or when you exercise your right to withdraw your consent, the data will be securely deleted. However, some images, recordings or written comments may be kept permanently once they are published online.

### 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 this, or any other 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: [talkaboutx@glasgow.ac.uk](mailto:talkaboutx@glasgow.ac.uk)



## Media Consent Form

Photographer (and Photo Unit ref)

Description of activity

**The [X] initiative for multidisciplinary research communication**

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:** (initial all that you consent to)

<b>Photographic images</b> – printed and digital (I understand that images may contain metadata including personal data which could be accessible to others when images are processed/shared worldwide, including beyond the University of Glasgow.)	
<b>Film/video images and audio</b> (I understand that images may contain metadata including personal data which could be accessible to others when images are processed/shared worldwide, including beyond the University of Glasgow.)	
<b>Written comments/testimonials</b>	

**I consent to this personal data being used (processed) in the following ways:** (initial all that you consent to)

<b>Video posted on YouTube</b>	
<b>University of Glasgow web pages</b>	
<b>University of Glasgow Moodle site</b>	
<b>Email and online marketing</b> including e-newsletters; online and email adverts; online advertorials and editorial features in digital publications	
<b>Social media posts</b>	
<b>Printed materials</b> including leaflets; flyers; posters; banners; brochures, magazines and prospectuses;	
<b>PowerPoint presentations</b>	
<b>Teaching materials</b>	

I hereby give my consent to my personal data detailed above being used in the ways indicated above and in line with the attached Privacy Notice. I understand that as 'Consent' is being used as the lawful basis for processing this personal data, I have the right to withdraw my consent at any time.

Signed:

Print Name:

Date:

Email: