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**Privacy Notice for registration for the Moneyhealth Platform**

**Your Personal Data**

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data processed in relation to your contact details supplied as part of the registration process for the ‘Registration of Money Health Platform.’ 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 [GUID, name, work email address] and, where relevant, limited special categories data (such as disability, ethnicity, other health data)] in order to process your registration for the Moneyhealth Platform and to allow for this data to then be shared with Evelyn Partners LLP – as the third party provider of Moneyhealth Platform and to process for this service via salary deductions. We will only collect data that we need in order to provide and oversee this service to you. Thereafter you will be entering into a direct relationship with the services provided through Moneyhealth Platform by Evelyn Partners LLP.

**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.

‘Consent’ in this case, is evidenced by you registering for the Moneyhealth Platform and covers the University’s sharing your contact details with Moneyhealth for registration purposes and for the processing of payments via salary deductions. The legal basis for processing the personal information you may share directly with Moneyhealth can be found in their [privacy notice](https://www.evelyn.com/legal-compliance-regulatory/privacy-notices/privacy-notice-evelyn-partners-tax-and-business-services-uk/).

**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 and is shared with Evelyn Partners LLP.
* Moneyhealth is a trading name of both Evelyn Partners LLP and Bippit Ltd.
* Evelyn Partners LLP provide all of the services available as part of Moneyhealth with the exception of the Account Information Services (the consolidation of account information) which is provided by Bippit Ltd.
* The University’s People & OD team will be responsible for sharing your personal data (name and work email address) with Evelyn Partners LLP, which allow for your registration for the MoneyHealth Platform. The University will share this by secure email transfer. Additionally your personal data (staff number and name) will be shared with the University’s Pay and Pensions team to allow for the deduction of the monthly payment of £6.00 to be taken from your monthly salary and which is deducted for a period of 12 months.
* Upon receiving this information, Evelyn Partners LLP/Bippit LTD will issue to you, by email; new joiner information allowing for the creation of your account for the MoneyHealth Digital Platform.
* A number of third party processors and sub processors are used to process data on behalf of Bippit. The third parties are used for data storage, data analytics, and account information processing. Every third party entity undergoes a security and data protection review before being used by the firm to process data.
* Data is not transferred outside of EEA.

**How long do we keep it for**

Your data (GUID, Staff number, Name and Work email address) will be retained by the University until the conclusion of the contract with Evelyn Partners LLP, this will be no longer than 12 months.  After this time, data held by the University will be securely deleted. For information on data retention periods relating to the data you share directly with Moneyhealth please see: <https://bippit.com/terms-conditions-mh/.we>

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/)**?\***

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.

If you wish to exercise any of these rights, please submit your request via this [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/).

As we are using ‘Consent’ as the legal basis to process your personal data, you also have the right to withdraw your consent. During the 6-week sign up window you should contact the University if you wish to exercise this right, and submit your request via this [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/). Thereafter, to request deletion of your data, contact Bippit’s DPO via email at dpo@bippit.com.

**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/>