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 the *Three Minute Thesis* competition in the 2020/2021 sessionfor the purpose of being used to promote research work of 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, 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 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

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. It may also be shared on YouTube, Moodle, the Three Minute Thesis pages of the university website and some social media platforms as detailed in the attached consent form.

*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 *Exception1 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 do 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, I understand that 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: Sarah Currier, [sarah.currier@glasgow.ac.uk](mailto:sarah.currier@glasgow.ac.uk)

Media Consent Form

Photographer (and Photo Unit ref)

|  |  |  |  |
| --- | --- | --- | --- |
| Description of activity | **McLaughlin & Harvey Built Environment and Net Zero Poster Competition** | Date: | **11th Nov 2021** |

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)***

|  |  |
| --- | --- |
| **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 worldwide, including beyond the University of Glasgow.) |  |
| **Film/video images and audio**  (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.) |  |
| **Written comments/testimonials** |  |

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

|  |  |
| --- | --- |
| **University of Glasgow web pages** |  |
| **University of Glasgow social media accounts** |  |
| **Email and online marketing** including e-newsletters; online and email adverts; online advertorials and editorial features in digital publications |  |
| **Printed materials** including leaflets; flyers; posters; banners; brochures, magazines and prospectuses; |  |
| **PowerPoint presentations** |  |
| **Teaching materials** |  |

***I consent to this data being shared with approved third parties: (tick box)***

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: