

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 **SoftMech Network** on **22nd January, 2019** for the purpose of being used to **communicate network events of interest**. 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 **and is not shared out with of the University with any third parties**.

How long do we keep it for

Your data will be retained by the University for up to **10** years. After this time, data will be securely deleted. **[However, I understand that [data may be kept beyond that time but only if it is necessary to do so and used for its original intended purpose and that further consent has been freely given to do so.]**

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: **Gillian Brown; Gillian.Brown@glasgow.ac.uk**.

Consent Form

| |
|----------------|
| Data Processor |
|----------------|

Description of activity

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)

| | |
|--|--------------------------|
| Mailing list - which will include my name; email address; | <input type="checkbox"/> |
|--|--------------------------|

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

| | |
|---|--------------------------|
| I consent to my personal data being used/processed in the following ways: | |
| Email newsletters and articles [amend as required] | <input type="checkbox"/> |
| Email notifications of events [amend as required] | <input type="checkbox"/> |
| Email notifications of forum discussions etc [amend as required] | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Name, email and date are collected via an online HTML/PHP form.

We assume you have provided consent if in the online form you have entered YES to the question "I have read the SofTMech GDPR Form and I provide my consent freely."