

PRIVACY NOTICE for OPEN STUDIO

PRIVACY NOTICE DETAILS:

Date of approval	04 September 2018 (published in the meantime as subject to formal approval by the Executive Group)
Approving body	Executive Group
Supersedes	n/a
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Director of Strategy and Marketing & DPO.
Responsible Executive Group area	Director of Strategy and Marketing
Related policies and documents	Data Protection Policy
Benchmarking	n/a

PRIVACY NOTICE FOR OPEN STUDIO AT THE GLASGOW SCHOOL OF ART

General Data Protection Regulation (GDPR) 2016

Background and Purpose

The Glasgow School of Art is a higher education institution and a registered Charity SC012490. This privacy notice explains how Open Studio at The Glasgow School of Art collects, manages and uses your personal data to support the core activities of the School and how we use and maintain the security of that personal data. The Glasgow School of Art is the data controller.

The legal basis for processing your personal data

Open Studio processes and retains personal data relating to applicants and students in pursuit of our legitimate interest in communicating with you as part of your application to study in the Open Studio at The Glasgow School of Art and while you are a student with us.

Our Privacy Statement should be read in conjunction with the GSA's overarching Privacy Statement for Students issued by our Academic Registry.

Where your personal data comes from

The personal data Open Studio hold is obtained directly from you:

- By subscribing to our database through the website you consent to the collection, storage, use and transfer of your personal data by us in accordance with the terms of this privacy notice:
 - You can subscribe on the GSA website to receive information from us, including general news or more specific information about visiting GSA (You can unsubscribe at any time by clicking on the "Unsubscribe" link provided in the footer of our emails or by contacting us direct at gsa.ac.uk)
- Via our On-line application when you apply to study on Open Studio at the GSA and when you become an Open Studio student
- Via UCAS or using the GSA's own on-line application process form
- When you apply to study for Study Abroad programmes delivered by Open Studio
- When you undertake Widening Participation and college transition activity with us
- When you apply to work with Open Studio and data provided by you via the GSA Human Resources Department

The personal data we retain

We may hold the following types of personal data about you:

- Name, Email address and phone number
- Any information you choose to share with us, including sensitive personal information (referred to as special category data), that is relevant to your enquiry. For example, your qualifications, nationality, health or welfare information.
- Full Name; date of birth; postal and email addresses; phone numbers
- Application ID number
- UCAS Personal ID (if applicable)
- Gender
- Nationality
- Country of Birth
- Country of Domicile
- Qualifications, achieved and pending
- Reference
- Personal Statement
- Employment details
- Portfolio images, if required
- Passport and visa information, if required
- Any other information relevant to your application
- Bank account details for purposes of payment
- Parent/carer or guardian information for those under 18 years of age

How we use your personal data

We will only use your personal data for the:

- Processing your application
- Enrolling you as a student
- Undertaking our contract with you to deliver a programme of study
- Provision of any grant funding or a bursary
- supply you with the news and information which you have requested;
- to invite you to events and happenings that might be of interest to you
- to promote the work of our students, staff and alumni
- To facilitate your employment with Open Studio at The Glasgow School of Art
- Tracking student progression for statistical and reporting purposes

We only retain your personal data for a period for 1 year or a maximum of 3 years, or as long as you continue to engage with us as a student

Security of your personal data

We are highly conscious of the importance of managing securely the personal data that we retain, and all personal data is processed in accordance with data protection legislation – the requirements of which are regularly reviewed. Your personal data is held safely on a securely accessed system to protect against unauthorised or unlawful processing, loss, destruction or damage of the personal data.

Your personal data will not be “sold” or disclosed to any external organisations or third parties. Where your personal data is processed through a third party such as enrolment information, GSA

remains the data controller and ensures that such organisations are also GDPR compliant. Any detail retained on those under 18 years of age is also encrypted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted online or through the website. Any transmission is at your own risk. Once we have received your personal data, we use strict procedures and security features to try to prevent unauthorised access.

Your preferences

We will endeavour to ensure that any personal data we hold is up-to-date, reasonable and not excessive. You have the right to:

- be informed how we use or intend to use your data
- request a copy of any of your personal data we hold
- update your information
- manage your communications preferences
- ask us to remove your data from our records

If you wish to do any of the above, you may contact us at any time at:

Open Studio
The Glasgow School of Art
167 Renfrew Street
Glasgow G3 6RQ
0141 353 4596
Open-studio@gsa.ac.uk

Contact details

If you have any questions relating to this notice or issues about the way GSA is planning to use your personal data, please contact one of the Strategy and Marketing Director's Data Protection Co-ordinators:

Shona Paul S.Paul@gsa.ac.uk
Vanessa Johnson V.Johnson@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to either of the Strategy and Marketing Director's Data Protection Co-ordinators above.

You have the right to lodge a complaint against GSA regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

GSA's Data Protection Officer is Tom McDonnell - DataProtection@gsa.ac.uk.