

## PRIVACY NOTICE for STUDENT SUPPORT & DEVELOPMENT DEPARTMENT

### PRIVACY NOTICE DETAILS:

Date of approval	04 September 2018 (published in the meantime as subject to formal approval by the Executive Group)
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Authors	Academic Registrar & DPO.
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	Data Protection Policy
Benchmarking	n/a

GLASGOW SCHOOL OF ART  
PRIVACY NOTICE  
STUDENT SUPPORT AND DEVELOPMENT DEPARTMENT

General Data Protection Regulation (GDPR) 2016

**Purpose**

The Student Support and Development department at GSA offers information and specialist support to GSA students across a broad spectrum of concern and need. Service delivery is structured around three key functional areas Student Welfare, Learning Support and Development and Student Counselling.

This privacy notice explains how and why we process your personal data in line with current Data Protection legislation. If you have any questions, please ask a member of staff in the department in the first instance. Further sources of information are also included at the end of this statement.

**What personal data do we process?**

Most of the personal data we process is given to us by you when you contact and engage with the department. Examples of this are your name and address, email address, mobile phone number, the information you are seeking or the reason that you are engaging with us. We also, for example, record the information, guidance or service we offer or have offered to you.

The data you give us may also include sensitive personal or special category data such as information about your health or your sexual orientation or religion. We will only hold and process special category data with your explicit consent and for a specific purpose except in very limited circumstances.

We may also access and use personal data that you gave to Academic Registry at enrolment. This might be your contact details so that we can get in touch with you or personal data that helps us monitor and evaluate the services we deliver. This personal data is used to produce statistics and no individual is recognisable.

Occasionally we receive information about you from other members of GSA staff or from third parties for example; parents, friends, the police or other statutory services. Where this information is relevant to discharging our duties and responsibilities we will process this personal data. We do not however disclose any of your personal data to third parties without your consent.

**Why we process your personal data.**

We process your personal data in order to respond to your requests and deliver a range of specialist services to you as student of GSA.

Under current Data Protection legislation your personal data can be processed legally on the basis of Consent, Performance of Contract, Public Interest, Legitimate Interest or Vital Interest.

We process your data on the basis of:

- **Legitimate Interest**

It is for example in our legitimate interest to use personal data such as your email address or telephone number to respond to your requests for information, appointments or support and to ensure that you receive information from us.

- **Performance of Contract**

In order to deliver effective services to you we need to use the personal data you give us, primarily, to assess the support you need and record our engagement with you. We may also need to process your personal data for specific reasons such as applications you make for funding or to enable others to undertake their role in relation to your needs.

- **Consent**

We only process sensitive personal data or special category data with your explicit consent. If you withhold or withdraw your consent, we will not be able to deliver a service to you where there is a professional or ethical requirement to maintain case notes and without your consent we may not be able to facilitate or deliver an optimum service if we are unable to share your relevant personal data.

- **Vital Interest**

We will not share your personal data with a third party without your knowledge and in the case of special category or sensitive personal data without your explicit consent. Where there are significant safeguarding concerns or a risk of serious harm to you or to others we will where possible seek your consent before disclosing information but where this is not possible we may disclose information to relevant statutory services if we believe this is necessary in order to protect life and prevent harm.

## **Retention**

The personal data we hold is kept securely within the department and is not disclosed to any unauthorised third party.

Your personal data is kept as long as necessary for its purposes, as set out in our retention schedule, and then securely destroyed.

## **Your rights**

You have the right to see a copy of the personal data we hold about you, and to request corrections of inaccurate personal data or the deletion/destruction of personal data that is no longer required.

## 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 Registrar's Data Protection Co-ordinators:

Sheila Kay                      Sh.kay@gsa.ac.uk or  
Virginia Toyi                    V.Toyi@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 Registrar'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](mailto:DataProtection@gsa.ac.uk).