**Privacy Notice for Evaluation of MVLS online distance students’ sense of belonging using Virtual Tours.**

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to Belonging interviews / focus groups for online distance students research study. 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 your* name, *in order to undertake research for PhD*. *We will only collect data that we need in order to provide and oversee this service to you.*

***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 – a consent clause needs to be included at the end of the privacy notice

**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.*

In addition,

* You will be identified by an anonymous ID number so that you cannot be recognised. All data collection, processing and storage will comply with the University of Glasgow’s Data Protection Policy and The General Data Protection Regulation (2018). Results from the evaluation will be published in a format that ensures that no participant will be identified. Direct quotations maybe used in reports and publications; however, any personal data will be anonymised. Anonymised data will be held on the Enlighten repository for research integrity purposes, and if you give your consent, for ethical reuse by named researchers.

*Your data will be retained by the University for* 10 years. *After this time, data will be securely deleted.*

**What are your rights?\***

You have the right to request access to, copies of and rectification or erasure of, personal data, and to object to processing. In addition, you have the right to restrict the processing of the personal data and to data portability, along with withdrawing your consent at any time.

*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.*

Where we have relied upon your consent to process your 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*](mailto:dp@gla.ac.uk)*.*

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**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/>

[Where the legal basis for processing is consent, a consent clause will need to be included with the Privacy Notice which separately asks for specific consent for all the different aspects to the processing e.g.

􀕿 I consent to the University processing my personal data for the purposes detailed above.

I have read and understand how my personal data will be used.

Signed: …………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………]