**George’s Skills and Recognition Award**

Privacy Notice

**Who we are**

St George’s University of London is the ‘Controller’ of the personal data that you provide us with, and is registered with the Information Commissioner’s Office (ICO) for the purposes of UK data protection legislation, registration number Z5770328.

**How to contact us**

If you have any queries about how the George’s Skills and Recognition Award team is using your personal data you can contact us by email at award@sgul.ac.uk.

**What information we collect from you and why**

The George’s Skills and Recognition Award team collects personal data you share with us for the purpose of promoting the George’s Skills and Recognition Award to specific audiences, including to students (prospective and current), staff, alumni and others connected to the University community, including the general public. This information may include your name, course details, email address, and your written or audio-video recorded experiences and opinions of engaging with the George’s Skills and Recognition Award. The University seeks to promote the George’s Skills and Recognition Award among key audiences in order to increase student engagement with the Award. Your consent to this processing forms the lawful basis for our using your personal information.

**How we use your information**

We may use your personal information in a number of media, including on the St George’s, University of London website; through the University’s social media channels; the University’s internal communications channels such as e-newsletters; and printed publications such as prospectuses, magazines or other promotional material. Through these channels, the University may make your personal information (such as first name and course details) available to the general public. Personal information you provide to us may be used in conjunction with photographs, drawings, video or sound recordings and/or other forms of illustration through these media. You have the right to review material for publication prior to it being published and consent for publication can be rescinded at any time. However, material which has already been released, for example through publication through social media, may not be possible to retrieve once published.

In particular, the quotations and videos about your experience engaging with George’s Skills and Recognition Award will primarily be used on the George’s Award and Recognition webpage, Canvas page, and printed and digital promotional materials.

**How we obtain your information**

We will collect information directly from you. You have the right to review this material for publication prior to it being published and consent for publication can be rescinded at any time. However, data already published on the University website, social media channels, hard copy publications may not always be possible to be removed.

**Who we share your information with**

Through publication through the University’s website, social media channels, printed publications, e-newsletters and other channels, your personal information will be available to staff, students, and alumni of St George’s, University of London, as well as the general public. Through publication through these channels, your personal information may be shared with third-party software platforms including, but not limited to, Facebook, Twitter, LinkedIn and Instagram, as well as email distribution software provider, Poppulo.

**How long we keep your information for**

Your personal data will be kept for three years, at which point it will be removed from the University’s website and files. We may ask, with your consent, to keep data on file for a longer period. Your personal data will be kept securely on the University’s own servers with access restricted to authorised SGUL staff only’. However, data already published through the University’s website and social media channels, as well as hard copy publications, may not be possible to remove.

**What your rights are**

You have a right to access your personal data, to object to the processing of your personal data, to rectify, erase, restrict and port your personal data. To request a copy of the personal data we hold for you please contact the University Data Protection Officer at dataprotection@sgul.ac.uk. If the personal information we hold for you needs correcting or updating you can request this by contacting the Award team on award@sgul.ac.uk.

 If you have queries about any of your other rights regarding our use of your personal data you should contact the University’s Data Protection Officer. The Data Protection Officer can be contacted by email at dataprotection@sgul.ac.uk or by telephone on 020 8725 0668

**How to make a complaint**

If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above. If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below: Helpline: 0303 123 1113 Website: https://ico.org.uk/make-a-complaint/