

## **Data Protection Requests 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.

### **When we use your personal data**

When it comes to your personal data you have certain rights under data protection law. Those rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making including profiling

When you submit a request to St George's University of London in relation to any of these rights, further information about you will also be processed in order to handle your request. This privacy notice describes how that information is used.

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

Before we can act on any request relating to personal data, we need to confirm that the person making the request is the person that the data relates to. Therefore, we may need to ask you to provide proof of your identity. We will also use your contact information in order to respond to your request or to ask you to clarify aspects of your request.

If you are making a request on behalf of someone else, we will ask you to provide proof of authority to act on that person's behalf, as well as confirmation of your own identity.

### **Who we share your information with**

Information about you and your request will be shared with the relevant department(s) within the University where your data is held in order to action your request. Where your personal data is held on systems that are managed by an external service provider, it may be necessary to contact them in order to process your request, e.g. to obtain copies of your data held by them or to request that they delete your personal data from their servers. We will not share information about you or your request with any other third parties without your consent.

### **How long we keep your information for**

Any 'proof of ID' we obtain from you will only be kept until we have finished processing your request, at which point it will be deleted. A record of your request will be kept in line with the University's

Retention Schedule for Compliance records, which can be found on our website [University Retention Schedules \(sgul.ac.uk\)](https://www.sgul.ac.uk/retention-schedules)

### **How to contact us**

If you have any queries about any of your rights under data protection law, or about how the University is using your personal data, you can contact the Data Protection Officer at [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk)