

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. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

How to contact us

The University has a Data Protection Officer who can be contacted at:

Email: dataprotection@sgul.ac.uk
Tel: 020 8725 0668
Address: Data Protection Officer, Information Services, St George's University of London,
Cranmer Terrace, LONDON SW17 0RE

What information we collect from you and why

- St. George's IT Services uses the alternative contact information you have registered with us, i.e. your personal mobile phone number and personal email address. If you have a St George's email account, we would use these details to contact you should there be a problem with access to your account.
- St. George's Governance Legal and Assurance Services holds your details on file including your recruitment information (for external members of Council), and your photograph/s and mini biography for publication on the St George's website – www.sgul.ac.uk.

How we use your information

- We will only ever use your personal information to contact you about access to your St. George's account (if you have one), and communications about St George's Council and related committee operations. We also are obliged to share your information with the Office for Students as part of our registration as a Higher Education Institution which is a legal obligation on St. George's.
- St George's will only publish information on the Council webpages about Council members with the express permission of Council members.
- We keep your information securely stored on our servers where access is restricted to authorised staff only.

Who we share your information with

We will occasionally need to share your information with third parties such as the Office for Students to comply with our lawful regulatory obligations. We do not need your consent to use of your personal information to carry out our legal obligations. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your membership of St. George's Council that you agree to any request for consent from us.

Who long will we use your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Once are no longer a St. George's Council member your details will be deleted from our system. If there is any reason to retain the information you will be consulted by our institutional Archivist so that express permission may again be sought on any further use of your data.

What your rights are

By law you have the rights to:-

- Request access to your personal data which enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information we hold about you. The enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

To request a copy of the personal data St. George's hold for you please contact St. George's Data Protection Officer using the contact details above.

If the personal information St. George's hold for you needs correcting or updating you can request this by contacting St. George's IT Services at ITAV@sgul.ac.uk.

If you have queries about any of your other rights regarding our use of your personal data you should contact St. George's Data Protection Officer.

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 St. George's 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/for-the-public/raising-concerns/>