

# PROFESSIONAL EDUCATION 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

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

Email: [dataprotection@sgul.ac.uk](mailto: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

The Professional Education department uses the information collected from you when you have registered or booked onto a course using the Online Store, make an enquiry or sign up for marketing communications. The data we collect are set out below include, but are not limited to:

- Name
- Telephone numbers
- Email
- Address
- Financial details
- Employment status/details

Depending on the type of course that you are interested in, you may find it beneficial to also refer to our marketing information, course applicant, student privacy, visitors to our website and alumni privacy notices.

## How we use your information

The information gathered will allow us to respond to your enquiry, process and manage your booking

We will also use your personal data to send you relevant communications with information and activities that we believe may be of interest to you where we have a legitimate interest in communicating with you. You can unsubscribe to these communications from us at any time.

## Who we share your information with

Your personal data will be processed by St George's University of London as the data controllers. We keep your information securely stored where access is restricted to authorised staff only.

We may also occasionally use external sponsors to help meet our business needs and may share the course register with these suppliers – only if required as evidence of event. These suppliers have been selected based on their expertise and relevance to the course and have been subject to scrutiny through our Quality and Assurance processes.

## How long we keep your information for

Your personal data will only be kept for as long as you are a member of the University and have access to an SGUL IT account. Once you leave the University your details will be completely deleted from our system.

If you are not a member of the university, we will keep your data for as long as you are registered on the SGUL Online Store.

If the course is accredited by an external organisation i.e Royal College of Physicians, we are required to adhere to their approval requirements. In this case the RCP require us to keep records for a minimum of 5 years. More information can be provided by the external accreditors by contacting them directly.

## 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 using the contact details above.

If the personal information we hold for you needs correcting or updating you can request this by contacting IT Services at [ITAV@sgul.ac.uk](mailto:ITAV@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.

## 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/for-the-public/raising-concerns/>