

## **Privacy Notice**

When a freedom of information, or environmental information regulation request is submitted to the University, the requestor provides information about themselves and the information they wish to receive. This privacy notice describes how your information is processed and managed.

### **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 Governance Legal and Assurance Services (GLAS) directorate is using your personal data you can contact us on [foi@sgul.ac.uk](mailto:foi@sgul.ac.uk) or [glas@sgul.ac.uk](mailto:glas@sgul.ac.uk)

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

GLAS collects your identity and contact details i.e. your e-mail, name, and on occasion if provided by the requestor phone number and address in order to process freedom of information or environmental information regulation requests.

We collect information about you and your request in order to fulfil our public task in accordance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

### **How we use your information**

The University uses the information provided to:

- Process requests,
- Respond to your request,
- If requested conduct an internal review of the results of an information access request
- Share details of an information access request should an appeal or complaint be submitted to the ICO regarding the way the University handled your request. In these cases, we will share the information we have about you, your request, our response, and provide context as to how the request was handled.

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

Information access requests are treated as applicant blind and only the details of what information you have requested will be shared with the member of staff who is responsible for compiling our response to your request. Should a request for review or complaint be made the University will share your information with either the member of staff reviewing our response or the ICO.

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

Your personal data will be kept in accordance with the University's [records retention schedule](#).

### **What your rights are**

You have a right to access your personal data, to object to the processing of your personal data, to rectify, request erasure, restrict and port your personal data.

If you have any queries regarding your personal data contact our Data Protection Officer at [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk)