



Privacy Notice – Strathclyde Centre for Occupational Safety and Health (SCOSH) professional development courses.

Privacy Notice

This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.

It is important that you read this notice prior to providing your information.

Who we are

The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).

Information we collect and use about you

We will collect information necessary to manage your booking on the professional development courses offered by SCOSH. The information required will be clearly set out in the application/registration process and will depend upon the course selected and external accreditation requirements. This may include:

- your name
- your date of birth
- email address
- postal address (only for the purpose of issuing hardcopy certificates where applicable)
- job title and employer information
- CV (where there is a selection process prior to confirmation of enrolment)
- accessibility requirements
- dietary requirements (where relevant)
- payment details.

Why we require this information and our lawful basis

The information about you will be used primarily for the following purposes, with the specified legal basis:

Category of processing	Legal basis
Administration of all aspects of your enrolment from booking to course completion including communicating course-related information and updates; conducting assessments; providing feedback; issuing course completion certificates; providing access to University services.	Public task, contract



Managing course fee payment	Public task, contract.
Arranging support, advice and adjustments for requirements arising from disabilities you have chosen to declare. This sensitive data will only be used if it has been provided by you and then only for the specific purpose of arranging any necessary adjustments to support your learning.	Legal obligation, consent. (Special Category data)
For anonymised statistical, audit and management information purposes.	Public task.
Disclosing your information	
Only authorised personnel within the University will be able to access the information we hold about you. Your contact details may be shared with selected external partners. In such circumstances the University still owns the personal data and is the data controller. These partners (the data processors) will be acting on behalf of the University, only for the purposes set out in this statement or for purposes approved by you. A Data Processing Agreement (DPA) - a legal agreement between the data controller and its processor - will be in place to set out the responsibilities of partners and ensure that the data is only used for the purpose stated. Any transfers of data will be carried out securely.	
How long your information is retained	
The University will retain your personal data as long as necessary for the purposes described above. Please note that after completion of your studies the University may still require to hold your personal data for a period of time to satisfy statutory/legal obligations and/or to meet administrative requirements. Minimal data will be retained permanently to ensure a record of your studies is retained. Where we have no ongoing legitimate business need to retain or process your personal information, we will either delete or anonymise it.	
Data is required as part of a statutory or contractual requirement or obligation	
You will be advised of any statutory or contractual requirements or obligations as part of the booking process/course information.	
Your rights	
Under data protection legislation, you have a number of rights* including the right to: - withdraw consent, at any time, where that is the lawful basis of our processing; - access your personal data and obtain a copy, free of charge; - rectify inaccuracies in personal data that we hold about you; - erasure, that is have your details removed from systems that we use to process your personal data; - restrict the processing in certain ways; - obtain a portable copy of data you have given to us in a commonly used electronic form; and - object to certain processing of your personal data by us.	

***Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).