

## Privacy Notice – English Language Pre-Sessional Tutors

Privacy Notice
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Who we are
<p>The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).</p> <p>If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at <a href="mailto:dataprotection@strath.ac.uk">dataprotection@strath.ac.uk</a>.</p>
Why we require this information and our lawful basis
<p>Please see either the <a href="#">Privacy Notice for Applicants</a> or the <a href="#">Privacy Notice for Staff</a> on our website.</p>
How long your information is retained
<p>Employment records are held in accordance with the <a href="#">Staff Retention Schedule</a>.</p> <p>ELT will save a summary record of the application/appointment process for administrative and accreditation purposes. This will include the names of applicants, interviews attended and offers etc. This will be held for a rolling period of 5 years.</p>
Your rights
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