



**Privacy Notice – External Third Party Occupants (occupying University space)**

<b>Privacy Notice</b>
This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation. This notice refers only to separate legal entities occupying University ‘space’ on its Glasgow campus, e.g. office or research accommodation under a lease/tenancy agreement with the University. This notice only covers personal data for which the University is the controller.
<b>Who we are</b>
The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the controller).
<b>Information we collect and use about you</b>
<p>The University will process some Third Party personal data as part of its standard operations in running its buildings, campus and services. However, in some cases processing will depend on: the specific nature of the relationship with the Third Party and the services provided by the University; and the activities undertaken by the Third Party. Personal data processed may include:</p> <ul style="list-style-type: none"> <li>- CCTV images</li> <li>- Individual name, company name, contact details</li> <li>- Operational location on campus</li> <li>- University email address (where necessary/applicable, e.g. for secure access control)</li> <li>- Images, e.g. for secure access control</li> <li>- Building access control logs</li> <li>- Information relating to IT services/usage</li> <li>- Access to Library services</li> <li>- Reports/information on relevant Health and Safety matters (as applicable)</li> </ul>
<b>Why we require this information and our lawful basis</b>
<p>Information is required for the following purposes (as applicable):</p> <ul style="list-style-type: none"> <li>- Manage the lease/occupancy agreement, including emergency contacts</li> <li>- Manage the University estate/premises, including security/access control</li> <li>- To manage CCTV to provide a safe and secure environment for the University community</li> <li>- To provide network access, IT services and IT Helpdesk functions</li> <li>- Provide access to Library services</li> <li>- To meet legal obligations in respect of Health and Safety matters.</li> </ul> <p>Most routine processing of personal data for provision of IT/access services will be on the basis of legitimate interests. However, depending on the circumstances we may also rely on the lawful bases of:</p>

- Legal obligation
- Vital interests
- Public task
- Consent

### Disclosing your information

The University will not routinely disclose your personal data with external organisations. However, personal data may be disclosed in situations where we:

- Have a legal obligation to report information
- Have concerns about an individual's wellbeing
- Otherwise believe that we must disclose information (and can do so in accordance with Data Protection legislation)

### How long your information is retained

Information will be retained in line with standard retention for the particular processing activity and no longer than is required for operational purposes. See also:

- [CCTV Privacy Notice](#)
- [Health and Safety Retention periods](#) (where there are Health and Safety reporting requirements).

### 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](mailto: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](mailto: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/>).