**Strathclyde Business School**

**Dubai Study Trip – 29 March 2019 – 6 April 2019**

**Privacy Notice and Media Consent Form**

**Introduction**

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation.  This privacy notice sets out important information regarding how we will use your information and your rights under the legislation.  It is important that you read this notice prior to providing your information.

**Data Controller and The Data Protection Officer**
The University of Strathclyde is a data controller under data protection legislation. This means that the University is responsible for how it uses and processes your personal data. Any enquiries regarding data protection should be made to the University’s Data Protection Officer at dataprotection@strath.ac.uk.

**The Information Being Collected and Used**
We collect and record personal information that you give us when you apply to the **Dubai Study Trip**. This allows us to evaluate your application and make a decision as to whether or not you are successful in gaining a place on the programme.

If you are successful in securing a place, we will add your details to a spreadsheet.  This consists of the information you supplied via your application form and other additional information we may ask you to provide during the application process.

We will seek your consent to process any data relating to your health and/or disability.

**Purpose of Processing and Legal Basis**

The University uses your personal data for a variety of reasons and processes it where necessary for its legitimate interests including:

* Managing all aspects of your application, registration or attendance on the Dubai Study Trip
* Responding to enquiries.
* Providing your information to third parties based in Dubai – this will be for health and safety reasons
* Sending you additional information about the Study Trip and Dubai, as well as any helpful resources

**Retention Period**
Applications will be retained for a period of 12 months from the point of submission.

**Data Security**
Your personal data will be managed securely and held on University servers. Access will be restricted to only those staff who require it and on a ‘need to know’ basis.  The University will employ any technical and organisational measures necessary to ensure the security of your data.  You can find more information about our Information Security policies on our website.

**Rights**

You have the right to:

* Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
* Ask us to correct inaccurate or incomplete data.
* Withdraw consent to process your personal data at any time, if you were asked for and provided consent.

Please contact the University Data Protection Officer (details below) if you wish to exercise/enquire about any of these rights.

Data Protection Officer
University of Strathclyde
Information Governance Unit
16 Richmond Street
Glasgow, G1 1XQ
Email: dataprotection@strath.ac.uk

If you think we are acting unfairly or unlawfully you can:

* Object to the way we are using your data;
* Complain to the UK Information Commissioner’s Office.

Under certain conditions you also have the right to ask us to:

* Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
* Erase your information or tell us to stop using it to make decisions about you.

**Transfer of Personal Information – Consent**
As part of the Dubai Study Trip, some of your personal information will be shared with the parties we will be visiting.  This information will include your name; date of birth; degree level and subject; gender; email address and nationality.  Please also note, a copy of your passport will be taken by the accommodation provider on arrival for their records.

The University will share your personal details with itinerary trip organisations to a specific member of staff only, via StrathCloud, a secure online file sharing system managed by the University.

For the purpose above, your personal data will be transferred outside the European Economic Area (EEA), as a data controller we are required to advise you of this and seek your consent to do so.

Please review the following details below and then choose 'Yes' on the drop down box on the Online Shop order to confirm consent:

I consent to the University of Strathclyde using and sharing my personal information (including health and disability if provided) with third party organisations in Dubai as detailed above and note it will be transferred outside the EEA.

I consent to the University of Strathclyde using photographs and/or video recordings including images of me both internally and externally to promote the University. These images could be used in print and digital media formats including print publications, websites, email communication, digital advertisements, social media, the University prospectus and materials for teaching, research and promotional purposes.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.

I understand that the University of Strathclyde will retain the images/footage/audio for a period of five years at which point they will be deleted from the University’s files. There may be exceptions, when some of them are passed to the University Archive Department to form part of a permanent record or are used for a longer period of time.

I acknowledge that full copyright of the images/footage/audio and content derived from such, belongs to the University of Strathclyde and any element of the images/footage/audio may be used as detailed above.

I have read and understand the conditions, and consent to my image(s) being used as described above.

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation.  The personal data collected on this form will be held securely and will only be used for administrative purposes.

**Your Rights**
You have the right to request to see a copy of the information we hold about you, and to request corrections or deletions of the information that is no longer required.  You can ask the University to stop using your images at any time, in which case it will not be used in future publications, but may continue to appear in publications already in circulation.

You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>