

## PRIVACY NOTICE for HALLS - SUMMER GUEST

### PRIVACY NOTICE DETAILS:

Date of approval	04 September 2018 (published in the meantime as subject to formal approval by the Executive Group)
Approving body	Executive Group
Supersedes	n/a
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Director of Finance and Resources & DPO.
Responsible Executive Group area	Director of Finance and Resources
Related policies and documents	Data Protection Policy
Benchmarking	n/a

# Glasgow School of Art

## GSA Halls

### Summer Guest Privacy Notice

### General Data Protection Regulation (GDPR) 2016

#### General Information

- The contact details which you supply & confirm as part of the GSA Halls of Residence guest check-in process will be securely held in our database;
- This data is gathered and held by us to comply with a legal obligation, namely the **Immigration (Hotel Records) Order 1972**;
- We use your data to communicate with you via email and phone regarding our Halls of Residence and the stay you have booked with us. This includes but is not limited to emails to prospective residents, day to day communications for residents of halls, communication and bookings for tenants and guests pre/post arrival and during tenancy/stay;
- We will not keep information for longer than is necessary, normally 1 year;
- We will securely destroy data which is no longer needed;
- Special category or sensitive data can be shared with us through our Reception in the interests of health & safety during your stay but will not be shared;
- A copy of this statement will be brought to the attention of all employees and volunteers.

#### Your rights

- You have the right to request access to, copies of and rectification or erasure of personal data held by us and to object to processing.
- In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the Data Protection Policy.
- To exercise these rights please contact the Director of Finance & Resources Data Protection Coordinator in the first instance – Alistair Storey – [A.Storey@gsa.ac.uk](mailto:A.Storey@gsa.ac.uk).
- GSA's Data Protection Officer is Tom McDonnell – [DataProtection@gsa.ac.uk](mailto:DataProtection@gsa.ac.uk)
- You have the right to lodge a complaint against GSA regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

**Would you like to join our mailing list?**

We may also use your data to communicate with you via email regarding news and updates in direct relation to halls accommodation at The Glasgow School of Art, provided you consent to joining our mailing list.

To consent to joining our mailing list please sign here (you can withdraw your consent at any time).

Signature:

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Date:

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