

**PRIVACY NOTICE for STUDENT RECRUITMENT,
INTERNATIONAL and STUDENT EXCHANGES**

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 Strategy & Marketing & DPO.
Responsible Executive Group area	Director of Strategy & Marketing.
Related policies and documents	Data Protection Policy
Benchmarking	n/a

PRIVACY NOTICE FOR STUDENT RECRUITMENT AND INTERNATIONAL AT THE GLASGOW SCHOOL OF ART

General Data Protection Regulation 2016

Background and Purpose

The Glasgow School of Art is a higher education institution and a registered Charity SC012490. This privacy notice explains how the Student Recruitment and International at The Glasgow School of Art collects, manages and uses your personal data to support the core activities of the School and how we use and maintain the security of that personal data. The Glasgow School of Art is the data controller.

The legal basis for processing your data

The Student Recruitment and International Office processes and retains personal information relating to applicants and students in pursuit of our legitimate interest in communicating with you as part of your application to study at The Glasgow School of Art and while you are a student with us.

Our Privacy Notice should be read in conjunction with the Privacy Notice issued to you by our Academic Registry or our Human Resources Department.

Where your personal data comes from

The personal data the Student Recruitment and International Office hold is obtained directly from you:

- At recruitment fairs
- By subscribing to our database through the website you consent to the collection, storage, use and transfer of your personal data by us in accordance with the terms of this privacy notice:
 - You can subscribe on the GSA website to receive information from us, including general news or more specific information about visiting GSA (You can unsubscribe at any time by clicking on the “Unsubscribe” link provided in the footer of our emails or by contacting us direct at gsa.ac.uk) GSA stores this data in Campaign Monitor whose privacy statement is available [here](#).
- By registering for an OPEN event via Eventbrite. (Eventbrite will hold a limited amount of information on you - name, email, phone number, address, programme of interest and any additional support requirements you need to attend the event). This is for the purpose of allowing you to attend our OPEN events.
- Via our Academic Registry when you apply to study at the GSA via UCAS or using the GSA’s own on-line application process and after you have become a student
- When you apply to study for Student Exchange or Study Abroad
- Via a Recruitment Agent of the GSA
- From our Representative Office in People’s Republic of China
- When you apply as a Visiting Academic as part of our international activities

The personal data we hold

We may hold the following types of personal data about you:

- Name, Email address and phone number
- Any information you choose to share with us, including sensitive personal information (referred to as special category data), that is relevant to your enquiry. For example, your qualifications, nationality, health or welfare information.
- Full Name; date of birth; postal and email addresses; phone numbers
- Application ID number
- UCAS Personal ID (if applicable)
- Gender
- Nationality
- Country of Birth
- Country of Domicile
- Qualifications, achieved and pending
- Reference
- Personal Statement
- Employment details
- Portfolio images, if required
- Passport and visa information, if required
- Any other information relevant to your application
- Bank account details for purposes of payment of grant

How we use your personal data

We will only use your data for the:

- Provision of student exchange as part of your programme of study
- Provision of any grant funding or a bursary
- Facilitation of academic staff exchange
- supply you with the news and information which you have requested;
- to invite you to events and happenings that might be of interest to you
- to promote the work of our students, staff and alumni

We only hold your data for a period for 1 year or a maximum of 7.

Security of your personal data

We are highly conscious of the importance of managing securely the personal data that we hold, and all personal data is processed in accordance with data protection legislation – the requirements of which are regularly reviewed. Your data is held safely on a securely accessed system to protect

against unauthorised or unlawful processing, loss, destruction or damage of the data. Your personal data will not be “sold” or disclosed to any external organisations or third parties.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted online or through the website. Any transmission is at your own risk. Once we have received your personal data, we use strict procedures and security features to try to prevent unauthorised access.

Your preferences

We will endeavour to ensure that any personal data we hold is up-to-date, reasonable and not excessive. You have the right to:

- be informed how we use or intend to use your data
- request a copy of any of your personal data we hold
- update your information
- manage your communications preferences
- ask us to remove your data from our records

If you wish to do any of the above, you may contact us at any time at:

Student Recruitment and International Office
The Glasgow School of Art
167 Renfrew Street
Glasgow G3 6RQ
0141 566 1122
recruitment@gsa.ac.uk

Student Exchange Application Privacy Statements (outgoing)

All personal data contained in this application shall be processed in accordance with the Student Recruitment and International Office Privacy Statement.

Your application details will be shared with relevant staff at The Glasgow School of Art as part of the selection process in order to provide you with this mobility opportunity. Your details will also be shared with your chosen Host Institution in order to confirm your nomination under the exchange agreement.

Should you subsequently undertake the mobility for which you have applied further data relating to your attendance, grades and compliance with Host Institution Rules and Regulations will also be exchanged between your Host Institution and the GSA.

In order to facilitate your safety and well-being on the programme the Host Institution may also contact GSA with information about off-campus activity.

Student Exchange Application Privacy Statements (incoming)

All personal data contained in this application shall be processed in accordance with the Student Recruitment and International Office Privacy Statement.

Your application details will be shared with relevant staff at The Glasgow School of Art as part of the selection process in order to provide you with this mobility opportunity. The outcome of your application will also be shared with your Home Institution / Study Abroad Provider in order to confirm your place under the mobility programme.

Should you subsequently undertake the mobility for which you have applied further data relating to your attendance, grades and compliance with GSA rules & regulations will also be exchanged between GSA and your Home Institution/Study Abroad Provider and the GSA.

In order to facilitate your safety and well-being on the programme GSA may also contact your Home Institution / Study Abroad Provider or emergency contact with information about off-campus activity.

Contact details

If you have any questions relating to this notice or issues about the way GSA is planning to use your personal data, please contact one of the Strategy and Marketing Director's Data Protection Co-ordinators:

Shona Paul S.Paul@gsa.ac.uk
Vanessa Johnson V.Johnson@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to either of the Strategy and Marketing Director's Data Protection Co-ordinators above.

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/>).

GSA's Data Protection Officer is Tom McDonnell - DataProtection@gsa.ac.uk.