

# Internationalisation funding

## Privacy notice

The online funding application will ask you to confirm whether you have read and understood how your data will be processed, as set out in the privacy notice below.

### Your Personal Data

**The University of Glasgow** will be what's known as the 'Data Controller' of your personal data processed in relation to the International Partnership Development Fund (IPDF). This privacy notice will explain how The University of Glasgow will process your personal data.

### Why we need it:

We are collecting your personal data in the form of name, email address, location of your trip, date of your trip, photos, and project outcomes for three purposes:

1. To facilitate and process your application for internationalisation funding from the University of Glasgow.
2. To fulfil our internal reporting obligations at the University of Glasgow about our funds.
3. For promotional opportunities connected to demonstrating the success of the University of Glasgow's international funding schemes and increasing transparency about how funding is used.

. Examples of how we will use your data include:

- The University of Glasgow's Internationalisation SharePoint (GUID needed to gain access)
- Case studies on the Internationalisation webpages
- Inclusion in the Connect newsletter
- Presentations at University of Glasgow events supporting the fund.
- Reporting to University of Glasgow International Committees
- Reviewers involved in assessing your application

We will only collect data that we need to process your application, fulfil our reporting obligations, and for the promotional opportunities mentioned above.

**Legal basis for processing your data:** We must have a legal basis for processing all personal data. In this instance, the legal basis is; Legitimate Interest – For purposes 1 and 2, it is necessary for us to process your personal data in order to progress your application and justify the existence of the fund.

Consent – For purpose 3, we will process your personal data for promotional opportunities based on your consent. You will be able to withdraw consent at any point by contacting us at [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk)

**What we do with it and who we share it with:** All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.

If data given in the progress report is used in University communications such as the Connect newsletter, please be aware that we currently use a third-party service to provide our managed email communications. We use **Dotdigital** to supply our bulk email service for University of Glasgow Connect. Dotdigital is a private company (data processor) used to provide a bulk email service to the University. Your personal information will be held in the EU however there may be occasions where the sub-processors access the data (amounting to a transfer) in order to provide elements of their services for support. For further details, refer to Dotdigital's privacy policy. If you would prefer that your data is not stored in Dotdigital, you can opt out of communications at any point. You can also email the International Relations team directly at [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk)

**How long do we keep it for:** Your data will be retained by the University for six years after the year of application, after this time, data will be securely deleted or anonymised if needed for long term reporting or statistical purposes. We will delete your details if we become aware that your contact details are out of date.

**What are your rights?\*** You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability.

Where we have relied upon your consent to process your data, you also have the right at any time to withdraw your consent or to advise us that you no longer wish us to process your data in this way.

If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**Complaints:** If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.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 can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>