

## 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 SLDO Stakeholder Consultation survey. This privacy notice will explain how The University of Glasgow will process your personal data.

## Why we need it

We are collecting your basic personal data such as name, email address/contact details -, where relevant, limited special categories data (such as disability, ethnicity, other health data) in order to learn more about how people and organisations use the evidence generated by the [Scottish Learning Disabilities Observatory](#) (SLDO). The information that you provide will help us to improve our research outputs and activities to ensure our work is relevant, accessible and useful to a wide range of stakeholders. We will only collect data that we need in order to provide and oversee this service to you.

## *Legal basis for processing your data*

We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.

## 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.

## How long do we keep it for

Your data will be retained by the Scottish Learning Disabilities Observatory at the University of Glasgow for 12 months. After this time, data will be securely deleted.

## 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 to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@qla.ac.uk](mailto:dp@qla.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/>