**St George’s Dissolution Council Members' Privacy Notice**

This privacy notice applies to current Council Members of St George’s, University of London (SGUL) during the transitional period, while the University is in the process of transferring its business to City, St George’s University of London, and continues to carry out residual activities involving the processing of personal data.

For this purpose, St George’s, University of London is the ‘Controller’ of the personal data that you provide us with and is registered with the Information Commissioner’s Office (ICO) for the purposes of UK data protection legislation, registration number Z5770328. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

**How to contact us**

The Data Protection Officer can be contacted via email on dataprotection@sgul.ac.uk.

**What information we collect from you and why**

SGUL holds your details on file including your recruitment information (for external members of Council), your register of interests, and your photograph/s and mini biography for publication on the St George’s website - <https://www.sgul.ac.uk>. We may also hold details of your personal mobile phone number and personal email address, which we may use to contact you.

Our rationale for processing personal data is that it falls within the ‘legitimate interests’ in order to manage the dissolution of SGUL.

**How we use your information**

We will only ever use your personal information to contact you about the access to your St. George’s account (if you have one), and communications about St George’s Council and related operations. We also are obliged to share your information with the Office for Students as part of our registration as a Higher Education Institution which is a legal obligation on St George’s.

St George’s will only publish information on the Council webpages about Council members with the express permission of Council members.

We keep your information securely stored on our servers where access is restricted to authorised staff only.

**Who we share your information with**

We will occasionally need to share your information with third parties such as the Office for Students to comply with our lawful regulatory obligations. We do not need your consent to use of your personal information to carry out our legal obligations. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data.

**How long we keep your information for**

Your personal data will be kept in accordance with the SGUL records retention schedule - [Retention Schedules](https://www.sgul.ac.uk/about/governance/compliance/University-Retention-Schedules).

**What your rights are**

By law you have the right to: -

* Request access to your personal data which enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* Request correction of the personal information we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* Request erasure of your personal information. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
* Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal information to another party. To request a copy of the personal data St. George’s hold for you please contact St. George’s Data Protection Officer using the contact details above. If the personal information St. George’s hold for you needs correcting or updating you can request this by contacting St. George’s IT Services. If you have queries about any of your other rights regarding our use of your personal data you should contact St. George’s Data Protection Officer.

**How to make a complaint**

If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with St. George’s Data Protection Officer using the contact details above. If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below: -

Helpline: 0303 123 1113

**Version History**

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| --- | --- | --- |
| **Description** | **Date** | **Version history** |
| Updated with DPO information to reflect CSG | 29/11/2024 | 0.1. |
| Reviewed by SME | 09/01/2024 | 0.2. |
| Version ready to publish | 20/01/2024 | 1 |