**Privacy Notice for ACE III Trainer**

**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 ACE III Trainer.* *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 your name and email address as we need to contact you during the training programme. We may also contact you to let you know about other related training developments. In addition we ask you for your occupation, organisation, country and whether you have had prior training on the ACE III so that we can audit use of the trainer to determine which health care professionals are making use of the ACE III Trainer.*

*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 that you consent to us processing your data*

**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.*
* *We will not pass your personal data on to anyone.*
* *Anonymised information regarding use of the ACE III Trainer is shared with NHS Education for Scotland who funded the development of the ACE III Trainer.*
* *From time to time we will conduct audits of use of the ACE III Trainer, but only anonymised information will be used in any audit reports.*

**How long do we keep it for?**

*Your data will be retained by the University for up to 10 years so that we can audit changing patterns of use of the Trainer over time.*  *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 contact jonathan.evans@glasgow.ac.uk*

**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

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/>

􀕿 I consent to the University processing my personal data for the purposes detailed above.