

PRIVACY NOTICE FOR PAYMENT OF STUDENT EXPENSES

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to payment of your expenses. This privacy notice will explain how The University of Glasgow will process your personal data.

Why We Need It

We are requesting basic personal data, such as name, contact details and banking information in order to process payments to you, further to you claim for University business related expenses. We will only collect data that we need in order to perform this function.

Legal Basis for Processing Your Data

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

- Contract – when you incur expenses in accordance with the [Student Expenses Policy](#), we need to collect this information from you in order to meet the payment terms in the policy.

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.
- Your data will be shared with our bank in order to process the payment.
- Your data will only be shared with any other third parties if we suspect fraudulent activity and have reporting obligations under the Proceeds of Crime Act 2002.

How Long Do We Keep It For?

- All financial data is retained for a period of six financial years after the end of the financial year in which the data was collected.

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.
- If you wish to exercise any of these rights, please contact 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
- 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/>