**Global Centre Short Courses Privacy Notice**

## Introduction

This notice applies to Global Centre short courses given to students, by us, the University of the West of England. We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. The data controller is the University of the West of England.

## Your personal information

The University will collect and process personal data provided by you upon application. If you are using an agent or other intermediary, the University will receive your personal details from them on your behalf. The personal data processed will include: name, gender, date of birth, address, telephone number, nationality, email address, emergency contact information, previous education/qualifications, and passport and visa details.

We will also collect personal data comprising of your attendance at taught academic activities and assessments, as well as any assessment results related to your course.

## Using your personal information

We will only use your personal data for the purposes of:

* Assessing your application for the course
* Providing you with any information related to your course
* Recording your attendance
* Carrying out research to ensure quality and maintain up-to-date standards of teaching and assessment (Please note: This will only involve your nationality and assessment results. No other personal data will be used for this purpose)

The legal grounds we use to process your data are:

* The legitimate interests of the University to uphold its academic regulations
* The legitimate interests of the University to enable student success and quality of education
* Legal obligations and/or substantial public interest (for example for deeming suitability for certain courses)
* Contractual obligations

Most personal data is retained for 2 years and then securely destroyed, with the exception of assessment results which are retained for 5 years for student reference requests.

## Sharing your personal information

We will only share relevant items of your information where it is necessary to fulfil the purposes listed above. Sharing will also follow professional ethical guidelines.

Recipients of your personal data will include:

* Academic and professional services staff (e.g. student support advisors)
* Your UWE programme/course leader

We will not share your personal data with third parties without your consent unless legally required or permitted to do so. If your studies are sponsored by an employer or other organisation, we may disclose your data to the extent that it is a contractual requirement of your sponsorship.

Appropriate safeguards will be put in place for any personal data transferred across international borders.

## Your rights and choices

In respect of your personal data held by us, you have the following qualified rights to:

* access it
* receive it in a structured machine readable format
* rectify it if it is not accurate or complete
* erase it, for example by removing your consent
* restrict its processing
* object to its processing
* complain to the Information Commissioner’s Office (ICO)

To protect your privacy and the privacy of others, we will verify your identity before giving effect to your rights. To exercise any of your rights please contact the Data Protection Officer.

## How to contact us

* For questions about our Global Centre short courses, please contact globalstudents@uwe.ac.uk
* For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk.
* For complaints, please contact [Complaints](http://www1.uwe.ac.uk/about/contactus/complaints.aspx)

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