**Template for Privacy Notice**

**REMOVE OR REPLACE ALL GREY TEXT FROM THE FINAL PRIVACY NOTICE**

**Purpose**

[Include details of what we are doing with the personal information and how it will be used. Provide as much information as possible including details of why we would like to use their details in this way and what the positive benefits might be for them. If we are processing special categories of personal data or will be using information for marketing purposes this should be specified and consent will be required].

**Lawful Basis**

[The data subjects should be told the lawful basis that is being used to process their data. This must be one of the following:

* Consent – a consent clause needs to be included at the end of the privacy notice
* Contract – details should be provided of the consequences of not providing any information
* Legal obligation – details of the legal requirement should be provided
* Public task/Official authority – this covers work that University carries out as part of its core functions
* Legitimate interests – this should only be used for activities which are not part of the University’s core functions and in this case details should be provided of what interests the University or relevant third party has in the data

In addition if special categories/sensitive personal information is being processed an Article 9 justification needs to be specified.]

**Third Parties**

[If the personal information will be shared with any individuals or organisations outwith the University details should be provided. If the information will not be shared then it may also be helpful to state this].

**Overseas transfers**

[If the personal information will be transferred outside the EU details should be provided along with information about what safeguards have been put in place. If any personal information will be placed on a website this should be stated. Note that many online services have servers that are located outwith the EU. Clarification should be sought from the service provider on whether or not this is the case and if so details should be included in the privacy notice.]

**Security**

[Give details on how the personal information will be stored and what security measures will be in place. For instance, who will have access to it, will it be encrypted, will it be anonymised or pseudonymised?]

**Retention**

[Give details of how long the personal information will be kept for. If exact details are not known then the basis on which decisions about retention will be made e.g. one year after the end of the project].

[**Profiling** – If automated decision making is carried out details should be included]

[**Sources of data** – Where personal data has not been obtained directly from the data subject details should be provided]

**Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.

[Where the legal basis for processing is consent] If you provide consent for us to use your personal data in the ways outline above you have the right to subsequently withdraw you consent.

In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the [Data Protection Policy](http://www.stir.ac.uk/GDPR).

To exercise these rights please use the contact details below

**Contact details**

If you have any questions relating to this form or the way we are planning to use your information please contact:

[Your Name and area]

University of Stirling, Stirling, FK9 4LA

[Your email address/telephone number]

You have the right to lodge a complaint against the University regarding data protection issues with the [Information Commissioner’s Office](https://ico.org.uk/concerns/).

The University’s Data Protection officer, is Joanna Morrow, Deputy Secretary. If you have any questions relating to data protection these can be addressed to: [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk) in the first instance.

[Where the legal basis for processing is consent a consent clause will need to be included which separately asks for consent for all the different aspects to the processing e.g. ]

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

[Or for example]

I agree to my personal information being used for direct marketing purposes via:

Email  Post  Text message

[Where consent is not the legal basis for processing you might include a general agreement clause instead e.g.]

I have read and understand how my personal data will be used.

Signed: …………………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………………