

Privacy Notice for Information Collection from Former Members for Website Updates

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to collection, storing and updating the [Former Members webpage](#) of the Optics Group. 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, provided at your discretion, such as:

- *Name*
- *Email Address*
- *Time with the Optics Group*
- *Immediate Occupation after your time with the Optics Group*
- *Current occupation and associated webpage*
- *Photograph consent*
- *Opinion/quote*

in order to store, update and display on the University of Glasgow Optics Group Former Members webpage

<https://www.gla.ac.uk/schools/physics/research/groups/optics/people/formermembers/>. We will only collect data that we need in order to provide and oversee this service to you. There also remains the option in place that makes information optional to provide, leaving the control and choice to you, the data provider.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent. This consent is sought from you as a response to Question #2 in the form.

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

How long do we keep it for

Your data will be retained by the University for 10 years. After this time, data will be securely deleted.

What are your [rights](#)?*

The data you provide will be used solely for updating the webpage mentioned above and for no other purpose. You can request to access it, suggest rectifications or erasure of the information collected through this form. If at any moment, you do not wish to submit the data, please cancel the form. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time. For any of these inquiries and/or requests, please contact Prof Miles Padgett (miles.padgett@glasgow.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.*

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.ac.uk.

Complaints

If any discrepancy, please contact Prof Miles Padgett for resolution of your query. 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/>

This privacy notice clarifies that your choice of responding and proceeding beyond Question #2 in the form provides us permission under GDPR regulations to use the provided information to populate the Former Members page on the University of Glasgow Optics Group webpages.