

Student Recruitment Enquirer, Event Registration and Prospectus Request Privacy Notice (compliant with the GDPR)

The following statement explains how personal data is managed for the purposes of student recruitment enquiries, registrations of interest, event registration and prospectus requests. The University is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Enquirers and event attendees who become applicants and students of RGU will then be covered by the *Student Privacy Notice*¹.

Data Controller: Robert Gordon University
Garthdee House
Garthdee Road
ABERDEEN
AB10 7QB

Data Protection Officer: Mr Ian Croft
Information Governance & Complaints
Officer
Garthdee House
ABERDEEN
AB10 7QB

What information does the university collect and why?

The following information is collected from enquirers who register their interest in the University or register to attend a recruitment event or who request a hardcopy prospectus:

- Name, email address, telephone number are collected so that we can communicate with you (with your consent) to follow-up on your interest in the University.
- Postal Address is collected for prospectus requests only to allow these to be sent out.
- Name, email, gender and date of birth are used to help us match your enquiry or registration with any previous records with the University.
- Nationality and Country of Residence are used to help us to provide relevant information in any follow-up communications and to provide information about any events taking place in country.
- Level of study, subject areas of interest, course of most interest and when you would like to join the University are used to provide relevant follow-up communications and to help with event planning.

¹ <https://www3.rgu.ac.uk/file/student-privacy-notice-260kb>

Legal Basis for using your information

The University will only store and process your personal information where you have provided consent.

You will be asked to confirm your consent when you provide your personal information to the University.

Who has access to data?

1. University staff and representatives will have access your data to follow-up on your interest in the University.
2. Your information may be shared with our partner, The International College at Robert Gordon University (ICRGU,) who trade as Navitas where consent has been given.
3. Where your country of residence is outside the European Union and you are interested in full-time study in the UK your registration of interest may be followed up by QS Enrolment Solutions.

The University continues to be the data controller and QS Enrolment Solutions acts upon instructions provided by the University.

4. Your information may be shared with University Representatives in your country of residence who will follow-up on your interest in the University where consent has been given.

How does the university protect data?

The university takes the security of your data seriously. The university has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the university engages third parties to process personal data on its behalf, they do so on the basis of contractual agreements, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The University continues to be the data controller and any third parties act upon the instructions of the University.

For how long does the university keep data?

The University will retain enquiries, registrations of interest, event registrations and prospectus requests for 5 years after the date of the registration.

Where you unsubscribe from a communications group you will not receive any further communications associated with this group. Your information will continue to be retained as detailed above.

Your rights?

As a data subject you have a number of rights, further details of these rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

If you would like to exercise any of these rights, please contact Mr Ian Croft, Information Governance & Complaints Officer, Garthdee House, Aberdeen, AB10 7QB or at dp@rgu.ac.uk.

If you believe that the university has not complied with your data protection rights, you can complain to the Information Commissioner.