



## **Taster Courses Privacy Notice**

### **1. Introduction**

The Careers Group is part of the University of London. We are registered as a data controller with the Information Commissioner's Office (our notification number is Z5419651) and we have a Data Protection Officer, Suzie Mereweather who can be contacted via [data.protection@London.ac.uk](mailto:data.protection@London.ac.uk). You can find out more on our data protection webpage at <http://www.london.ac.uk/data-protection.html>

One of our responsibilities under data protection legislation is to tell you about the different ways we collect and use your personal data. This statement provides details about what we will do with your personal data in relation to our Taster Courses.

### **2. What information do we collect from you?**

We collect personal data about you when you participate as a Student on our Taster Course. We also collect data from Alumni and Students when you submit video content as part of a Taster Course.

When you take part in a Taster Course, we hold the following personal data about you:

- Contact details
- Name
- Health information, where you choose to provide it
- Academic records – attendance, progression and completion information
- Ethnicity, where you choose to provide it
- Name of your current school or college
- The name of your year group within that school or college
- Whether or not you receive free meals from your school or college

When you provide us with video content for our Taster Courses we hold:

- Name
- Contact details
- Image and voice
- Location or other information evident in the video content
- Information you disclose about yourself in the video content

### **3. Why do we collect this information?**

When you take part in a Taster Course, we collect and use your personal data in these ways:

- To enroll and manage you as a student on the Taster Course
- To provide reasonable adjustments if you have a disability to make sure you're not disadvantaged on your course
- For equality statistics, if you choose to tell us your ethnicity

If you are providing us with videos for use in Taster Courses then we use your personal data to:

- keep in touch with you about the video content you provide to us
- use your video content in Taster Courses
- occasionally use parts of it in publicity material. This may involve editing the video content you give to us.

We process this data in the legitimate interests of the University of London as well as in your own legitimate interests. This means that we only use the data in ways that you would expect us to and never in a way that could override your personal interests, fundamental rights and freedoms in relation to your personal data.

#### **4. What do we do with this information?**

**When you take part in a Taster Course**, we collect your data directly from you when you enroll for a Course. We use it and collect additional information as your course progresses to manage your progress on the Taster Course.

We use data about your ethnicity and other demographic data about your background (such as school/college, school meals information) to run statistics to check that we are providing our Taster Courses to as wide a variety of people as possible.

**If you are providing us with videos for use in Taster Courses**, we use your video content in Taster Courses and may use it in publicity material for the Taster Courses and the University of London. This may mean that we edit your content and use it within other content that we create. If we use your material for another course or to use in another video then we will make reasonable efforts to let you know.

Data is stored securely within the Moodle Virtual Learning Environment (VLE), either on University servers or within the third party cloud systems operated by our VLE provider. All data is stored securely.

The University processes personal data in accordance with data protection legislation and our own [Data Protection Policy](#)

#### **5. How long do we keep your information?**

If your application is successful and you take part in one of our courses, we will keep your data for 6 years after you complete the course.

If your application is unsuccessful we will keep your data for a year.

If you provide video content for use in our Taster Courses we may keep your profile up on our website for a few years after you provide it.

#### **6. Who do we share your information with?**

**When you take part in a Taster Course** we may give the college running your course your data when you apply. The Taster Courses are run by the colleges of the University.

The University and its colleges may use companies to provide services to us to help deliver your application and course,

such as the Moodle VLE, but they will be under our instruction and will not do anything with your data we do not want them to.

We will share data with your school and parent / guardian about whether you attended the course and how you did. We will also contact them in an emergency

**If you provide video content for use in our Taster Courses**, we will share the information within our Virtual Learning Environments (VLE). If it is used in publicity material it will be shared on public facing websites, but we will make reasonable efforts to let you know.

You can find more information about the VLE at [*where is the VLE privacy notice(s)?*] but Moodle data may be stored in cloud systems operated by our VLE provider. If this involves data being shared outside of the UK, where UK data protection law may not apply, we ensure our contracts with the suppliers include the necessary provisions to protect your personal data.

## 7. What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about [your rights as a data subject](#).

You have the right to:

- Ask us to confirm that your personal data is being processed and to gain access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- Request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete.
- Have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the [guide to data subject rights information](#).
- Restrict the processing of your personal data in certain ways.
- Obtain your personal data for reuse.
- Object to certain processing of your personal data.

If you would like to exercise any of your rights please look at the information available on the [data subject rights webpage](#)

If you have given us video content to use in our Taster Courses you can contact us at [tastercourses@london.ac.uk](mailto:tastercourses@london.ac.uk) to request that you would no longer like your content to be used or to update this content with new information. We will make reasonable efforts to do this and will make sure that the video content will no longer be shared by the University. We may still store the video content internally for as long as it is relevant.

If you have any questions or concerns about the way we use your personal data, please email [tastercourses@london.ac.uk](mailto:tastercourses@london.ac.uk)

### **Make a complaint**

If you have any remaining concerns about the way that we have handled your personal data after you have spoken to the Taster Courses team, please [email the Data Protection team](#) as we would like to have the opportunity to resolve your concerns.

If you're still unhappy, you have the right to [complain to the Information Commissioner's Office](#) (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.