



University privacy notice: St Andrews online courses

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Version Number	Purpose / Changes	Author	Date
1.0	First version, approved	C Milne	24 August 2023

How the University will make use of your personal data

The University is required to inform you how personal data collected by you will be used and to provide other information, including details of with whom personal data may be shared and your rights.

The identity and the contact details of the controller

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK. The University is a charity registered in Scotland, No SC013532.

The contact details of the University Data Protection Officer

Mr Christopher Milne, Head of Information Assurance and Governance, email dataprot@st-andrews.ac.uk

The purposes for which the University will make use of personal data

Administering and providing online courses

Your personal data is used by the University to administer and provide learning via the online course(s) you have applied for and have been accepted onto by the University.

Advising you of services

The University may contact you to advise you of other online courses that you may be interested in. If you do not wish to be advised of such please advise the University, and arrangements will be made so that no similar communication with you will take place, until such times as you choose otherwise.

Improving our services

If you provide the University with feedback about your experiences with its online courses, we will use that information to improve our services.

The lawful basis for processing personal data

The lawful basis for the University's use of your personal data is contract (UK General Data Protection Regulation, Article 6,1(b)). Your personal data are used to service the agreement (St Andrews online courses T&Cs) between you and the University, and/or to consider your application to participate in an online course.

Who personal data may be shared with

Disclosure to for the purposes of	Details
University staff and or agents/suppliers of the University; to provide you with services and facilities.	The external provider of the Virtual Learning Environment (VLE) used to host online courses.

The period for which personal data will be stored, or if that is not possible, the criteria used to determine that period

The University will retain your details for a period of 6 years, after which time associated records will be destroyed.

Rights available to individuals

European and UK data protection legislation provides individuals with a number of rights regarding the management of their personal data, in relation to individuals making use of facilities available via Saints Sport your rights are:

- The right of access to your personal data, commonly referred to as a subject access request, which involves the following being carried out within a calendar month:
 - Confirmation that personal data is being processed.
 - Access being given to your personal data (provision of a copy), unless an exemption(s) applies; and
 - The provision of supplementary information e.g., an explanation of how your personal data is processed and who this is shared with.
- The right to rectification, which may involve:
 - The University working to correct any inaccuracies in personal data or to address any omissions, which may require personal data to be annotated to acknowledge that this is incomplete.
- The right to restrict processing, which may involve:
 - The University agreeing to stop making use of your personal data where those data are contested, in terms of accuracy.
- The right to data portability, which may involve:
 - The University providing you with a copy of elements of your personal data that exist in machine readable form that you have given to the University.
- The right to object. Individuals have the right to object to the University making use of contact details for direct marketing – in such circumstances the use of personal data must stop when an objection is received.

These rights have to be met by the University and any other organisation that takes decisions about how or why your personal data is used. Details on how to access those rights are available from the University website, or you can contact dataprot@st-andrews.ac.uk.

The right to lodge a complaint with a supervisory authority

If you believe that the University has not made use of your personal data, in line with the requirements of the law, you have the right to raise this with the regulator i.e., the UK Information Commissioner Office's ("the ICO").

Details on how to contact the ICO are available online, at:

- <https://ico.org.uk/global/contact-us/>

Contractual requirement to provide personal data and the consequence where no personal data are provided

In order to secure services from the University, you must provide the details we request from you, otherwise you cannot access the online course(s) you have applied for.

Revision of the Privacy Notice

This Privacy Notice will be reviewed at regular intervals. The review period will be approved by the University and recorded on the accompanying coversheet. Any significant change to relevant legislation, University policy or procedures primarily concerned with the protection of personal data may trigger an earlier review.

Availability

This Privacy Notice will be published on the University website.

Should a copy of this Privacy Notice be required in another form, including orally i.e. an audio recording, please contact dataprot@st-andrews.ac.uk.