

School of Health and Medical Sciences Professional Education Privacy Notice

This privacy notices sets out how the Professional Education department collects, uses and keeps your data. City, University of London merged with St George's, University of London on the 1st of August 2024, creating City St George's, University of London. The information contained within this notice relates to School of Health and Medical Sciences (St George's, University of London prior to the merger) however where applicable we have also included references to the wider University referenced as City St George's, University of London ("the University" or "CSG").

Who we are

City St George's, University of London, is the 'Controller' of the personal data that you provide us with and is registered with the Information Commissioner's Office (ICO) for the purposes of UK data protection legislation, registration number Z8947127.

How to contact us

The University's Data Protection Officer can be contacted at dataprotection@city.ac.uk

What information we collect from you and why

The Professional Education department uses the information collected from you when you have; registered or booked onto a departmental related course. The data collected are listed below include, but are not limited to:

- Name
- Telephone numbers
- Email
- Address
- Financial details
- Employment status/details

How we use your information

The information gathered will allow us to respond to your enquiry, process and manage your booking

We will also use your personal data to send you relevant communications with information and activities that we believe may be of interest to you and where we believe to have a legitimate interest in communicating with you. You can unsubscribe to these communications from us at any time.

Who we share your information with

Your personal data will be processed by the University as the data controllers. We keep your information securely stored where access is restricted to authorised staff only. We may also occasionally use external sponsors to help meet our business, any sponsors are made transparent to delegates/students before each course begins. These suppliers have been selected based on their expertise and relevance to the course and have been subject to scrutiny through our Quality and Assurance processes.

How long we keep your information for

For the most up to date information on our retention policy, please refer to the University Retention Schedules.

If the course is accredited by an external organisation i.e Royal College of Physicians, we are required to adhere to their approval requirements. In this case the RCP require us to keep records for a minimum of 5 years. More information can be provided from the external accreditors by contacting them directly.

What your rights are

You have a right to access your personal data, to object to the processing of your personal data, to rectify, erase and restrict your personal data.

To request a copy of the personal data we hold for you please contact either the University Data Protection Officer using the contact details above or the Professional Education Manager on pec@sgul.ac.uk.

If the personal information we hold for you needs correcting or updating, you can request this by contacting pec@sgul.ac.uk

If you have queries about any of your other rights regarding our use of your personal data, you should contact the University's Data Protection Officer.

How to make a complaint

If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.

If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below

Helpline: 0303 123 1113

Website: <https://ico.org.uk/for-the-public/raising-concerns>

Version History

Description	Date	Version history
Updated with DPO information to reflect CSG	29/11/2024	0.1.
Reviewed by SME	09/01/2024	0.2.
Version ready to publish	15/01/2024	1