

Privacy Notice *(this page is to be retained by data subject)*

Your Personal Data

“The University of Glasgow” will be what’s known as the ‘Data Controller’ of your personal data processed in relation to you accessing Mental Health First Aid (MHFA). This Privacy Notice will explain how the University will process your Personal Data.

Why we need it

We are collecting some of your basic Personal Data and Special Categories of Personal Data being processed, because you have expressed a desire either for there to be a record of this conversation, and/or you wish us to be able to contact you after the conversation. This data will enable us to provide you with any mutually agreed follow up support and/or information, and to locate your Personal Data and Special Categories of Personal Data should you wish to exercise your rights under GDPR. The data we will be collecting may include some or all of the following:

- Name
- Contact telephone/email
- Nature of presenting mental health issue(s)
- Support currently being received for presenting or other issues i.e. Counselling EAP; Counselling NHS ; Counselling Private; Cognitive Behavioural Therapy (CBT); Clinical Psychologist; Psychiatrist; Other
- Status i.e. whether you are a student or member of staff

We will also use the latter 3 bulleted sets of data, with no other identifying data (i.e. no reference to your name/ contact information) to monitor any emerging trends across the campus community and to therefore concentrate on the types of support we are able to provide and where we need to focus our efforts to best respond to particular issues.

Legal basis for processing your Personal Data

We must have a legal basis for processing all personal data. In this instance, the legal basis’ for processing your Personal Data are:

- ‘**Consent**’ - Article 6(1)(a) the University will only process certain data if you provide consent as indicated in the attached signed accompanying consent form.
- ‘**Vital Interests**’ - Article 6(1)(d) provides a lawful basis for processing where “processing is necessary in order to protect the vital interests of the data subject or of another natural person” and where no other lawful basis can apply.

Legal basis for processing Special Categories of Personal Data

Because we are also processing *Special Categories Personal Data* we therefore require a further legal basis to process.

- In this instance, for our legal basis for processing Special Categories of Personal Data we are using: ‘**Explicit consent**’ - GDPR Article 9(2)(a) provides that the University can only process certain data if you provide explicit consent as indicated in the signed accompanying consent 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 UK and is limited only to the Director of Health, Safety & Wellbeing, and administrative staff within HS&W, tasked with delivering, monitoring and reporting on the progress of the MHFA programme and requirements for continuing, developing and improving the Programme.

However, should the Mental Health First Aider become aware, during your conversation, that there is immediate risk to life, either yours or others, then the University may share some of your Personal Data and Special Categories Personal Data with the relevant authorities.

Your Personal Data and Special Categories of Personal Data will therefore only be shared where there is immediate concern for your safety or the safety of others. In such cases '*Vital Interests*' will be used as the legal basis for doing so.

How long do we keep it for

Your data will be retained by the University for up to **two years**. After this time, data will be securely deleted.

What are your rights?

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

As we are using '**Consent**' as the legal basis to process your personal data and '**explicit consent**' to process your Special Categories of Personal Data, you also have the right to withdraw your consent at any time

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

Complaints

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/>.

Contact details

If you have any questions relating to this consent form or the way we are planning to use your information please contact: Selina Woolcott, Director of Health, Safety & Wellbeing, Selina.Woolcott@glasgow.ac.uk, 0141 330 3232

Date:

Mental Health First Aid Client Consent Form

The University of Glasgow is committed to controlling and processing personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection laws. The personal data collected as detailed below will therefore be controlled and processed in line with the relevant Data Protection laws and Regulations in the way(s) and purpose(s) detailed in the accompanying Privacy Notice.

I consent to the following types of Personal Data being used in each of the ways outlined below:
(initial all that you consent to)

<p>Name</p> <p><i>Used to provide any mutually agreed follow up support and/or information and so that we are able to locate your Personal Data and Special Categories of Personal Data should you wish to exercise your rights under GDPR.</i></p>	
<p>Contact telephone number</p> <p><i>Only used to provide any mutually agreed follow up support and/or information.</i></p>	
<p>Status i.e. Student/Staff role</p> <p><i>Only used so that the University can monitor any emerging trends across the campus and to therefore concentrate on the types of support we are able to provide and where we need to focus our efforts to best respond to particular issues.</i></p>	

*Sign below to give **explicit consent** to the processing of 'Special Categories of Personal Data' being processed so that the University can monitor any emerging trends across the campus and to therefore concentrate on the types of support we are able to provide and where we need to focus our efforts to best respond to particular issues.*

(initial all that you consent to)

<p>Nature of presenting mental health issue(s)</p>	
<p>Support currently being received for presenting or other issues</p>	
<p>Advice provided by Mental Health First Aider</p>	

*I hereby give my written and **explicit consent** to the above indicated 'Special Categories of Personal Data' being processed in the way(s) detailed above and in the attached Privacy Notice.*

Signed: _____ Date: _____

Please sign and date below to provide consent to all the above and information included in the attached Privacy Notice. [This section must be completed and signed by Client]

Signed: _____	Print Name: _____
Date: _____	Email: _____