

Purpose

The University of Stirling is committed to data security and all information is handled safely and securely according to agreed policy. We will collect your name, gender and date of birth for the purpose of administration and the provision of support services in relation to the City & Guilds of London Institute (City & Guilds) Assured Programme.

Legal Basis

The legal basis for collecting data is consent.

Third Parties

Personal details will be shared with City & Guilds and Credly Inc www.cityandguilds.com/learner-policy

Security

We take reasonable steps to protect your personal data from loss or destruction. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Retention

Personal data relating to your learning, assessment and certification will be retained to enable us to provide information about your learning or a replacement certificate.

Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.

If you provide consent for us to use your personal data in the ways outline above you have the right to subsequently withdraw you consent.

In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the [Data Protection Policy](#).

To exercise these rights please use the contact details below

Contact details

If you have any questions relating to this form or the way we are planning to use your information please contact:
Wendy Perry, Dementia Services Development Centre
University of Stirling, Stirling, FK9 4LA
dementia@stir.ac.uk 01786 467740

You have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

The University's Data Protection officer, is Joanna Morrow, Deputy Secretary. If you have any questions relating to data protection these can be addressed to: data.protection@stir.ac.uk in the first instance.