

LOCAL PRIVACY NOTICE FOR MSC SPEECH AND LANGUAGE SCIENCES STUDENTS

1. Introduction

The Division of Psychology & Language Sciences (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notices](#):

- [General privacy notice](#) when you visit UCL’s website
- [Student privacy notice](#)

This privacy notice *only* covers information which is additional to the wider UCL privacy notices stated above.

We keep this Privacy Notice under regular review. It was last updated on **07 JANUARY 2019**.

2. About us

The Division of Psychology & Language Sciences is part of the Faculty of Brain Sciences at University College London (**UCL**).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include any:

- criminal convictions, cautions and offences data arising from a DBS (Disclosure and Barring Service) check; and

- special categories of personal data, about your health, arising from an occupational health assessment and/or fitness to practise assessment.

4. How we use your personal data

We will only use your personal data, as outlined in section 3, when the law allows us to. We use your personal data to:

- assess your suitability for the course, as part of our admissions criteria, due to the vocational nature of the degree. This information needs to be considered to ensure you would be able to undertake placements that are a compulsory part of the course and suitable to work as a therapist on graduation, as the programme is accredited to lead to qualification as a therapist. This may include the processing of both special categories of personal data and criminal data;
- inform your placement providers that you are fit to practise and work with the public and/or of any adjustments to be implemented during your placement. This may include the processing, and disclosure to placement providers, of special categories of personal data (**such data will only to be disclosed to placement providers after consultation with you**); and
- inform placement providers about your placement with them and manage the placement process, via an online platform.

5. Lawful basis for processing

Data protection legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing.

Personal Data

UCL process your personal data, for the purposes set out in the section above, on the lawful basis that it is necessary for the *performance of a task carried out in the public interest* with respect to education. For further information, please read UCL's [Statement on Public Tasks](#).

Special Categories of Personal Data

We may process your special categories of personal data to:

- assess your suitability for the course, as part of our admissions criteria, due to the vocational nature of the degree. This information needs to be considered to ensure you would be able to undertake placements that are a compulsory part of the course and suitable to work as a therapist on graduation, as the programme is accredited to lead to qualification as a therapist. Our lawful basis for processing your health data for this purpose is on the basis that it is *necessary for health and social care purposes with respect to the management of health care systems*, to ensure you are fit to practise and work with persons in healthcare situations; and

- inform your placement providers that you are fit to practise and work with the public and/or of any adjustments to be implemented during your placement. Our lawful basis for processing your health data for this purpose is on the basis that it is *necessary for health and social care purposes with respect to the management of health care systems*, to ensure you are fit to practise and work with persons in healthcare situations with any required measures.

Criminal Data

We may process criminal data in order to assess your suitability for the course, as part of our admissions criteria, due to the vocational nature of the degree. This information needs to be considered to ensure you would be able to undertake placements that are a compulsory part of the course and suitable to work as a therapist on graduation, as the programme is accredited to lead to qualification as a therapist. Our lawful basis for processing your criminal data for this purpose is on the basis that it is *necessary for health and social care purposes with respect to the management of health care systems*, to ensure you are suitable to practise and work with persons in healthcare situations.

6. Who we share your personal data with

Your personal data will be collected and processed primarily by UCL. Access to your personal information is limited to our staff who have a legitimate need to see it for the purpose of carrying out their job at UCL. As outlined in section 4, we may also share your personal data:

- with placement providers. *We will only share special categories of your personal data where we have discussed this with you first, and*
- with our supplier that hosts and manages the placement platform. We will not share special categories of personal data or criminal data with the supplier.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

7. International transfers

We do not transfer this personal data outside the European Economic Area (EEA).

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the [Records Retention Schedule](#).

Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- right to request access to your personal data;
- right to request correction of your personal data;
- right to request erasure of your personal data;
- right to object to processing of your personal data;
- right to request restriction of the processing your personal data;
- right to request the transfer of your personal data; and
- right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

Contacting us

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer
data-protection@ucl.ac.uk

10. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).