

[Privacy notice - University Post-Degree Associateship Scheme for Doctoral Students \(“the scheme”\)](#)

[Introduction](#)

This is a summary of the University’s privacy notice, which introduces your privacy rights and how the University gathers, shares and makes use of information that you provided when applying for scheme membership, or when you subsequently made use of University facilities, which are available to scheme members. The full version of this notice is available from the University website or you can ask for a copy by contacting the University Data Protection Office (please see below).

[Who we are and how you can contact us](#)

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK (“the University”). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer by email dataprot@st-andrews.ac.uk or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

[How we gather personal data](#)

Your personal details will have been collected directly from you, when applying for scheme membership; some of your details may have been collected from your previous student record. The University operates a CCTV system for the purposes of providing a safe environment and for the purposes of crime prevention and detection.

[How we use your personal data](#)

Your personal data is used by the University to administer your scheme membership; and to prepare for and to provide you with services from the University. If you provide the University with feedback about your experiences as a scheme member, we will use that information to improve our services.

[Sharing and transferring your personal data](#)

Your personal data will be shared within the University; and with agents and contractors engaged by the University to administer your scheme membership.

[Keeping your personal data](#)

Information about your scheme membership will be destroyed 6 years after that association with the University has ended.

[Your privacy rights](#)

You have the right to object to how the University makes use of your personal data. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

[Your consent](#)

The University may ask your permission, so that we can advise you of services and offers provided by the University. You do not have to give your permission to be contacted; if you do, you can at any time withdraw your consent.