

Privacy Notice – February 2024

The University is committed to looking after any information that you make available to us during your time at the University. Personal information which you supply to us may be used in a number of ways including:

- Making a decision about your application to your chosen programme of study;
- For academic and administrative purposes during your time at the University;
- To administer funding for your course as part of the Graduate Apprenticeship programme, and
- For statistical analysis.

You can find more detailed information about what we will do with your information and why we need to hold it in our [full privacy notice](#).

Skills Development Scotland

If you enrolled with us prior to 2021 the Graduate Apprenticeship programme is funded through Skills Development Scotland. We will share some of your personal information with SDS so that the programme can be managed, monitored and evaluated. SDS may also use your personal data to monitor your educational attainment.

This information we will share includes:

- Confirmation that you have commenced your programme
- Information that you are progressing in the programme and qualifications gained
- Notification if you leave the programme early, and
- A Participant Registration Form

The University will also ask you to complete an Equality Monitoring Form on behalf of SDS. We will send this to SDS but will not permanently retain a copy for ourselves.

SDS have their own [Privacy Notice](#) which sets out what they will do with your information.

Disclosure of information to employers

The University may disclose information to your employer about your attendance and progression but we will only do this when you have given us your permission to do this.