Privacy Notice for monitoring engagement and attendance

of student visa holders

**Your Personal Data**

The University of Glasgow is the ‘Data Controller’ responsible for processing your personal data in relation to monitoring your engagement and attendance as a student. This privacy notice outlines how the University manages and processes your personal data.

**Why we need it**

The University is legally required to monitor the engagement of international students on student visas to comply with UK Visas and Immigration (UKVI) sponsorship regulations.

To fulfil this requirement, the University collects data such as your name, student ID, programme of study, and engagement records (e.g., lecture attendance, use of Moodle). Attendance monitoring will involve tools like the SafeZone app and Ivanti, which allow students to check in at lectures and academic events.

We only collect data necessary to provide this service and ensure effective oversight.

**Legal basis for processing your data**

All personal data processing requires a legal basis. The legal basis relevant to this notice is:

* **Legal Obligation**: Compliance with statutory requirements - UKVI’s monitoring requirements for international students.

**What we do with it and who we share it with**

Your personal data is processed securely by university staff in the United Kingdom. Attendance and engagement data, including that collected via the SafeZone app, is handled and stored with appropriate [safeguards](https://criticalarc.com/privacy-policy/).

Your data will be shared with:

* Relevant University staff involved in your education and support.
* CriticalArc, the SafeZone app provider
* UK Visas and Immigration (UKVI) as required by law.

**How long do we keep it for**

Your personal data will be retained for the duration of your studies. Following the completion of your studies, it will be kept for an additional period of one year as required by legal or regulatory obligations (e.g., UKVI reporting). After this retention period, your data will be securely deleted.

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/informationrequests/datasubjectrights/)**?\***

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. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](https://glasgow.saasiteu.com/alp.aspx?Role=anonymous&Tab=ServiceCatalog&CommandId=NewServiceRequestByOfferingId&Template=A719E970303F48E697239E7FDBBA5BC5) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**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](mailto: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/>