



LEGAL · DATA PROTECTION

Platform User Privacy Notice

AUTHOR

Shaun Chuah

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VERSION

v1.0

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to your use of the Foundry120 research data platform. This privacy notice will explain how the University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data such as your name, institutional email address and platform role to provide and govern your access to the Foundry120 platform. We will only collect the data we need to provide and oversee this service to you.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal bases are:

- Public task (UK GDPR Article 6(1)(e)) – processing is necessary for the performance of a task carried out in the public interest, namely the facilitation, governance, security, auditability and integrity of academic research at the University of Glasgow.

What we do with it and who we share it with

The personal data you submit is processed by staff at the University of Glasgow in the United Kingdom and is hosted within the University's own Microsoft Azure tenancy. In addition:

- All platform infrastructure is located in the United Kingdom and the European Economic Area (EEA). Microsoft Foundry is used through EU Data Zone deployment for AI inference. One additional external processor, Sentry, processes diagnostic error and performance telemetry within the European Union under a data processing agreement, with personal identifiers suppressed at source. No personal data is transferred outside the UK or EEA.
- Your data is protected by role-based access controls, encrypted data transmission (TLS), pseudonymisation of research data and audit logging.
- No automated decision-making or profiling that produces legal or similarly significant effects is carried out.

How long do we keep it for

Your account data will be retained by the University for the duration of your active access to the platform. Audit trails needed to evidence authorised access, research integrity, security investigations and governance accountability may be retained for up to 10 years. Error-monitoring records are normally retained for 90 days. Soft-deleted files are normally retained for 90 days after deletion, unless they have been used in governed analysis, an exported research artefact, an audit investigation, legal hold or a formal research record, in which case the University retains the minimum provenance required for accountability.

What are your rights?*

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](#) or contact dp@glasgow.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, please contact dpcomplaints@glasgow.ac.uk in the first instance.

If you are not satisfied with the complaint outcome, 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/>