

Privacy Notice - Centre for Welsh Language Services

The University is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

What information do we collect about you?

- Email address
- Telephone number
- Department
- Welsh language skill level (staff)
- Welsh training details (staff)
- Details of any adjustments required for examinations
- Complaints regarding Welsh Language Standards

How we get your personal information and why we have it

Most of the personal information we process is provided to us directly by you in order to access one of our services:

- Welsh translation requests (Staff)
- Welsh training requests (Staff)
- Complaints relating to the University's Welsh Language Standards
- Welsh Language Skills Certificate (Staff / Students)
- Academic skills [Welsh Medium] (Students)
- Examinations in Welsh (Students)

Data is provided by Coleg Cymraeg Cenedlaethol to Aberystwyth University Branch Officers. Please see the [Coleg Cymraeg Privacy Notice](#) for further details.

The Welsh language skill level of appointees (staff) to AU posts is provided by HR to us on a quarterly basis for monitoring purposes in accordance with our Bilingual Skills Strategy and Internal Use of Welsh Policy.

How will your information be used?

Welsh Translation

Contact details including name, AU email address, department and telephone number will be collected and used to contact staff members regarding their translation requests, submitted via email or online form.

Written translations will be retained for a period of **5 years** following completion.

Complaints

CWLS will only share (internally to AU) the identity of complainants when necessary. These circumstances may include sharing of the information submitted to the Centre with the department or service that failed to comply with the Standards. It will also be included (in

anonymised form) in the annual report to the Welsh Language Commissioner. Complaints will be retained for a period of **5 years**

Staff Welsh Language Skills Data

Anonymised staff Welsh language skills data will be included in our Welsh Language Standards Annual Report as required under the Welsh Language Standards (No.6) Regulations 2017. Anonymised staff Welsh language skills data at departmental level may also be communicated to relevant Heads of Department or Faculty managers. Anonymised Staff Welsh Language skills are reported to the Welsh Language Operational Group for monitoring purposes.

Staff Welsh Training Requests

All staff are entitled to Welsh lessons provided by Learn Welsh and paid for by the University. The Welsh language training fees form is used to administer payments for the courses and to keep annual records.

Welsh training requests from staff may be communicated to their line managers. Anonymised data on Welsh language training will be included in the University's Welsh Language Standards Annual Report. Request forms will be retained for a period of 5 years.

Welsh Language Skills Certificate

Please see [Coleg Cymraeg Privacy Notice](#)

Details on adjustments required for written/oral examinations are used to ensure appropriate adjustments are made for candidates who require them.

Coleg Cymraeg Cenedlaethol AU Branch Officers

Details of Welsh language skills and language preference from the student record system are used to contact students, e.g. regarding examinations in Welsh. Details of students with Welsh language skills are communicated to academic departments to assign Welsh speaking personal tutors in accordance with the requirement of the Welsh Language Standards (standard 93).

Academic Skills (Welsh Medium)

Student email addresses are used for self-registration on Blackboard or for staff to add students to Blackboard.

Examinations in Welsh

We will inform the relevant departments of any requests we receive from students for Welsh examination papers on English medium modules.

Legal bases for processing your information.

- To comply with our statutory duties under [The Welsh Language Standards \(No.6\) Regulations 2017](#) (Article 6(1)(c) UK GDPR)
- To deliver the Welsh Language Skills Certificate provision (Coleg Cymraeg Cenedlaethol). (Article 6(1)(e) UK GDPR)

Who might receive your information?

Complaints/Queries

We may share your information in relation to complaints or queries with relevant departments or services.

Translation Requests

- Internal Translators, Welsh Language Services Manager, Centre Secretary
- External translators commissioned to provide services on our behalf.

Examinations in Welsh

We will inform the relevant departments of the requests received from students for Welsh examination papers on English medium modules.

Welsh Language Skills Certificate

[Coleg Cymraeg Cenedlaethol Privacy Statement.](#)

Student Welsh Language Skills

In accordance with the University's [Student Privacy Notice](#) Welsh language skills details will be communicated to academic departments.

How we store your personal information

Your information is securely stored on the University's server.

We will keep your personal data for the time periods mentioned above and we will then remove your personal data from our electronic records and destroy any paper copies securely.

Your data protection rights

Under data protection law, you have rights including:

Right of access - You have the right to ask us for copies of your personal information.

Right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Information Governance Team at infogovernance@aber.ac.uk if you wish to make a request.

If you believe that the University has not complied with your data protection rights, you can contact the University's Data Protection Officer at infogovernance@aber.ac.uk .

If you are still unhappy with how we have used your data you can complain to the [Information Commissioner's Office](#).