

PRIVACY NOTICE

PR and Media Relations Privacy Notice

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. A copy of this registration can be found [here](#).

2. Contact details of the Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer at:

Data Protection Officer
University of Gloucestershire
Registrar's Directorate
Fullwood House
The Park
Cheltenham, GL50 2RH

Email: dpo@glos.ac.uk

3. What information do we collect about you?

If you are a member of the media, the Media and Public Relations team collects personal data directly from you when you contact us with a question or submit a story via our online form; from publicly available third-party sources, such as your publication's website, or any public profiles that you maintain for professional purposes; and from our external media database supplier.

The information we collect about you may include your name, email address, social media handle, the organisation you work for, your professional contact details and details about your media interests.

4. How will your information be used?

We collect this data in order to contact you about the story you submit or to notify you about news we believe would be of interest to you.

5. How to contact us:

If you would like have any questions about our use of your personal information, would like to see the information which we hold about you, or to request that we no longer contact you on press and media matters, please contact us via email at pressoffice@glos.ac.uk.

6. What are your Rights?

Security of your information

Your data will be held securely and all staff are required to comply with the university's processes and procedures regarding data security. Whenever data is transferred from one location to another it will always be in a secure, encrypted or password protected format.

Any requests or objections should be made in writing to the University's Data Protection Officer, contact details are in Section 2 of this Privacy Notice.

7. How to make a complaint

If you have queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed you should contact the Data Protection Officer in the first instance, using the contact details under Section 2 above.

If you still remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for a decision. The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

This Privacy Notice may be updated from time to time to ensure continued compliance with Data Protection legislation and to reflect best practice.