

# PRIVACY NOTICE

## Business Engagement, University in Business

### 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:

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

Email: [dpo@glos.ac.uk](mailto:dpo@glos.ac.uk)

### 3. What information do we collect about you?

We collect basic contact information, including your name, job title, email address and company name, and optionally if you choose to supply it, your business address and contact phone number. We may collect information about the number of employees in your business and your area of interest.

### 4. How will your information be used?

The purposes for which we may use your personal data include:

- Promoting the University's services to business, both free and paid, such as apprenticeships, training and development, research, and Knowledge Transfer Partnerships (KTPs are partnerships with business to bid for research funding from Innovate UK).
- To share relevant news, events and funding information for businesses.
- Administrative purposes such as carrying out statistical analysis and research.
- Dealing with complaints and enquiries.

### 5. What is our lawful basis for processing your personal data?

We may process your personal data as it is necessary after specific or, where necessary explicit consent is given from you either electronically online, verbally in person or by phone or email.

We may also process your personal data for both our or a third party's legitimate interest for the purposes of helping and supporting businesses to grow through: free events, training and professional development, business support services, news and funding opportunities.

### 6. Who your personal information is shared with?

We do not share your information with third parties without your explicit consent.

## **7. Transfers to third countries / international organisations and safeguards in place**

Your personal data will not be transferred outside of the European Economic Area.

## **8. How long will your information be held?**

We will hold your data for as long as we continue to work with an individual company or for no more than one year – where you have not opened a communication with us, attended an event or conducted any activity with the University of any kind.

## **9. What are your Rights?**

**Under Data Protection Legislation you have the following rights:**

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

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

## **10. How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University's Data Protection Officer using the contact details in Section 2 of this Privacy Notice.

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](http://www.ico.org.uk)