

# PRIVACY NOTICE

## European Regional Development Fund (ERDF) Projects, University in Business

### 1. Identity and contact details of the Data Controller

The University of Gloucestershire (UoG) 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  
Registrar's Directorate  
University of Gloucestershire  
Fullwood House,  
The Park,  
Cheltenham,  
GL52 2RH

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

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

To confirm your eligibility to receive European Regional Development Fund (ERDF) funded support we are required to collect personally identifiable data as well as anonymous information, including:

- your e-mail address, name, home or work address or telephone number
- your unique tax reference (UTR) and/or company registration number
- your business address, including postcode
- the number of employees in your business, your turnover and other relevant information required for us to provide you with business support services

When you engage with a UoG ERDF funded programme, we may also ask for equality and diversity information to identify which groups are benefitting from our service; including gender, date of birth, age, ethnicity and disability.

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

We do not share your information for marketing purpose with any other organisation. We will not provide any of your personal information obtained via the web to other companies or individuals unless required to do so by law or without your consent.

We collect information about you so that we can keep you up to date with services that can help your business grow. As a Gloucestershire business or stakeholder, we have deemed that you have a legitimate interest in hearing about these services.

We also collect information about you to report on our impact, to the University of Gloucestershire, the ERDF, the Ministry for Communities, Housing and Local Government (MHCLG) and the Department for Business, Energy & Industrial Strategy (BEIS). We are required to maintain these records for a period of 10 years after the end date of the contract.

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

The lawful basis for processing personal data will fall in to one of two categories. For those individuals representing themselves or an organisation with whom we have, or are working to establish, a contractual relationship, or equivalent, the legal basis will be that of 'Contract'. The EU Common Provisions Regulations (CPR) require the MHCLG, as the managing authority for the programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation individual participant data is required.

All other data is collected on the legal basis of 'Legitimate Interest' in that we believe there to be a commercial, individual or societal benefit to be gained from the processing of the data either for ourselves or for you.

## **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 and safeguards in place**

Not applicable.

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

We are required to hold information about you to report on our impact, to the University of Gloucestershire, the ERDF, the MHCLG and the BEIS. We are required to maintain these records for a period of 10 years after the end date of the ERDF funded contract.

## **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)