

PRIVACY NOTICE

C11 Cyber Security and Digital Innovation Centre

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?

The University may collect the following types of personal data about you:

- Name
- Company
- Work contact information such as address, email address and telephone number
- Vehicle Registration
- CCTV footage
- Personal data for accident and incident reporting: Name, Address, Age, next of kin, details of the incident and any relevant medical history

4. How will your information be used?

The personal data that the university hold may be used for

- Health and safety for monitoring visitors on site in case of emergency or fire
- Security purposes for all visitors and staff onsite
- Establishing or managing a contract between the University and its client
- Monitoring and reporting the performance to funding body, this will be anonymised data
- Documenting workplace incidents/accidents and reporting certain types of accidents, injuries and dangerous occurrences arising to the relevant enforcing authority. They will be investigated to establish what lessons can be learned to prevent such incidents/accidents reoccurring

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

- Legitimate interests: to ensure that there is a safe environment for work, study and the community accessing facilities

- Legal requirement: University's Health and Safety obligations, contractual for hiring facilities, to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

6. Who your personal information is shared with?

- We do not share your information with third parties without your explicit consent.
- Finance and Planning department within the University for invoicing and contract purposes

7. Transfers to third countries and safeguards in place

Not applicable

8. How long will your information be held?

- Details in the visitor book & fire register will be kept until the register sheet is fully completed and then immediately destroyed in confidential waste.
- CCTV footage is recorded over after 12 months
- Any form of contract will be kept for 4 years for insurance purposes

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, contact details are in Section 2 of this Privacy Notice.

10. 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