

# PRIVACY NOTICE

## Commercial Activities

### 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 and its subsidiaries (together referred to as 'University' within this document) 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  
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?

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

- a) Your name;
- b) Your work contact information such as address, email address and contact telephone number;
- c) Links to social media accounts;
- d) Details of your engagement;
- e) If you are a VAT registered business, your VAT number;
- f) If you are an incorporated company, your registration number;
- g) Details of any special requirements/needs such as disability access and dietary requirements.
- h) Communication preferences

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

The personal data that the University hold may be used for:

- a) Contacting you in connection with an upcoming event;
- b) Contacting you in respect of establishing or managing a contract between the University and its customers.
- c) Taking into consideration any special requirements/needs to ensure reasonable adjustments are made to facilitate delivery of services.
- d) Fulfilling the University's duty of care in respect of those under 18 years old.

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

We may process your data as it is necessary for the performance of the University's commercial activities management functions and tasks.

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

Your personal data will only be shared internally within the University if required, and only after written permission has been obtained.

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

Personal data will not be transmitted to third countries unless the transmission relates to contacting you in a third country.

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

Your personal data will be held for 6 years after the end date of the 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, 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](http://www.ico.org.uk)