

PRIVACY NOTICE

Communications, Marketing and Student Recruitment Outreach Professional Contacts

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?

We collect information about you when you enquire about our services, book an event or complete an evaluation form of an activity. We collect information such as your name, job title, workplace, e-mail and postal address, telephone numbers, as well as subject areas and/or activities of interest.

4. How will your information be used?

In order for The University to continue outreach work to widen access and participation to higher education, which is a government requirement, we will contact you and send you information about activities that we can deliver for students in a professional capacity. **We will not sell your data to third parties.**

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

We have a legal requirement to deliver activities based on a legitimate interest to widen participation for underrepresented groups in higher education.

6. Who your personal information is shared with?

Your information will be processed by the university and organisations working on its behalf (for example a company which posts letters on the university's behalf) who have GDPR compliant processes in place.

7. Transfers to third countries and safeguards in place

Data collected may be transferred outside the EU, for example some data processed by the University's contracted software supplier is stored on servers located in Canada. Canada has "adequacy" status from the European Commission. Whenever data is transferred from one location to another it will always be in a secure, encrypted or password protected format.

8. How long will your information be held?

Contact information you provide to us will be held for as long as you hold your job post and up to six months after we have been informed that you leave the job, unless you tell us otherwise.

If, at any time, you wish to unsubscribe, please contact us directly at outreach@glos.ac.uk, at the address below, or by unsubscribing via any email communications you receive from us.

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.

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.

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