

# PRIVACY NOTICE

## University Funding Office

### 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](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:

- your name, and contact information such as email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality.
- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results.
- your employer, job title and contact information such as your email address and telephone number.

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

The purposes for which we may use your personal data (including special categories / sensitive personal data) during your association with us include:

- Providing information in support of funding proposals.
- Providing operational information to project team/partners for communication purposes.
- Administering project data to ensure paperwork is maintained as per funder/audit requirements.
- Monitoring equal opportunities.
- Maintaining other project records to support project delivery.

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

The legal basis for processing the 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'.

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 receives your information?**

For the purposes set out in this Privacy Notice we may share some of your personal data with certain third parties:

- European Commission.
- UK National Agencies who administer decentralized EC funding programmes.
- Project partners.
- Internal/External auditor of a project.
- External evaluator of a project.
- Other project stakeholders.

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

Some of the personal data we process about you may be transferred outside of the European Economic Area (EEA). In these circumstances, your personal data will only be transferred on one of the following bases:

- Where the transfer is made to a project partner.
- Where we have your explicit consent.
- Contractual obligation.

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

Subject to any other notices we may provide you with, we may retain your personal data relating to a given project for a period contractually specified by a given grant funding organisation.

## **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)