



Privacy Notice

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762).

One of the University's responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK data protection legislation and this privacy notice is issued in accordance with the UK GDPR Articles 13 and 14.

We may update our Privacy Notices at any time. The current version of our Privacy Notices can be found below, and we encourage you to check back here regularly to review any changes.

The Data Protection Officer

The University has appointed a Data Protection Officer. They can be contacted at: Data Protection Officer, B16 Lenton Hurst, University of Nottingham, University Park, Nottingham NG7 2RD, emailed at dpo@nottingham.ac.uk and telephoned on (0115) 748 7179.

What information do we hold?

We hold a range of personal data about you, which you have provided to us directly as follows: Name, Email Address, Employer Name, Phone Number.

How do we use it and why?

We only process data for specified purposes and if it is justified in accordance with data protection law. The purpose of this processing is capturing personal information required to process enquiries related to services offered by the Business Partnership Unit. This processing is justified because the University is unable to supply the service without this information..

The legal basis for this processing is performance of a contract.

Where we use contract as the legal basis for processing, the consequences of not providing the University with your personal data are that the university would be unable to contact you to discuss the services of interest.

How long do we keep your data?

The University will only keep your personal data for as long as necessary to fulfil the purposes for which we collected it. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. We retain your data for: 7 Years after submission

Your rights as a data subject

You have a number of rights under UK GDPR. Further information about these rights and how to invoke them can be found on our website here:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Where can I get more information?

If you have any questions about this privacy notice or how your data is processed, please contact the data protection team: dpo@nottingham.ac.uk

This privacy notice is reviewed regularly and we will alert you to any changes we might make.