

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 General Data Protection Regulation (UK GDPR, GDPR) and the Data Protection Act 2018 (DPA) 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 all 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. Their postal address is:

Data Protection Officer,
B16 Lenton Hurst,
University of Nottingham,
University Park,
Nottingham
NG7 2RD

They can be 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, some of which you may provide to us directly and some of which we may receive from third parties. Names, email addresses, phone number and biographical information as shared by participants

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:

In order to collect and share local people's Memories/histories, including audio recordings and transcriptions, of the Nottingham caves. The project aims to understand how the caves contribute to Nottingham's urban identity. . This processing is justified because: The collection of personal data is necessary to enable the University to undertake the collection and curation of the Memories/histories..

The legal basis for for this processing is: Public Task (A6(1)(e) UK GDPR)

We may also process special category data about you, if this information is disclosed by participants. The additional processing condition for this processing is Explicit consent (A9(2)(e) UK GDPR). The University does not seek to process special category data as part of the project, however, participants may disclose such information as part of their Memories/histories, which will

then be processed as part of the data collection...

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.

Contact information will be anonymised and removed by the end of March 2024.
Memories/histories will be retained in perpetuity in a publicly-accessible archive.

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 Charlotte May, Knowledge Exchange Fellow, charlotte.may@nottingham.ac.uk.

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