

Privacy Notice

Your Information

**A jargon free guide to
collection, storage
and use of data**

Amendment History:

Version	Date	Amendment History
4.0	03/11/20	Revision following review by the UoN's DPO. Revision of wording under 'Collection and storage', including reference to PRIMIS's Retention and Destruction Schedule Revision of wording under 'Use by PRIMIS' relating to General Data Protection Regulation (GDPR) ((EU) 2016/679), article 6 (b) Inclusion of information re data subject rights under 'Accessing, reviewing and changing your personal information' with a link to the UoN's main privacy notice Addition of the University of Nottingham's Data Protection Officer contact details
3.0	25/05/18	Approved and published version (compliant with GDPR)
2.1	09/05/18	Incorporating changes arising from review of IG policies re GDPR including change of title from 'Privacy Policy' to 'Privacy Notice'
2.0	25/04/14	Reproduction of V1.0

Forecast Changes:

Anticipated Change	When
None	-

Reviewers:

This document must be reviewed by the following:

Name	Title / Responsibility	Date	Version
Kevin Cooper	Head of Operations (IG Lead)	04/11/20	V4.0

Approvals:

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Kevin Cooper	Head of Operations (IG Lead)	04/11/20	V4.0

Document Status:

This is a controlled document. Paper copies are uncontrolled and may not be the latest version.

Who we are

PRIMIS is part of the School of Medicine at the University of Nottingham. We can be contacted by:

Email enquiries@primis.nottingham.ac.uk
Telephone 0115 846 6420
Post PRIMIS, University of Nottingham, 15th Floor Tower Building, University Park,
Nottingham NG7 2RD

Collection and storage

You can browse the PRIMIS website without telling us who you are or revealing any personal information about yourself. However, once you give us your personal information, you are no longer anonymous to us.

If you choose to provide us with personal information, you expressly consent to us transferring that information to and storing it on, servers currently located within the European Economic Area (EEA), in a safe, confidential and secure environment, and using such personal information in association with the services we provide you. We have entered into European Commission approved standard contractual clauses with our data processors to help safeguard your data protection rights. A copy of the clauses are available on request.

We may retain the information you provide us with or we collect about you for the purpose of administering our services even after the expiry or termination of services unless you tell us otherwise.

Data is retained by PRIMIS for the corresponding period set out in our Retention and Destruction Schedule

We collect and store the following personal information about you:

- email address, physical address, telephone number and other contact information (depending on the service used) for the purposes of:
 - general contact
 - information regarding PRIMIS products/services relevant to your membership or in accordance with your stated communication preferences
 - any purchase(s) you make

Marketing by third parties

We do not give your data to anyone outside of PRIMIS (with the exception of the University of Nottingham (UoN) when you purchase a PRIMIS product/service using the UoN Online Store). We do not sell or rent your personal information to anyone outside of your agreements with PRIMIS.

Use by PRIMIS

Our primary purpose in collecting personal information is to provide you with a safe, smooth, efficient and customised environment and service.

The lawful basis for PRIMIS to process your personal data is that it is necessary for our legitimate interest in management of the contractual relationship and dealing with your enquires relating to the Services, as referred to in the General Data Protection Regulation (GDPR) ((EU) 2016/679), article 6 (b) – *‘processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child’*.

We use your information to:

- provide the services and support you need
- resolve disputes, collect fees and troubleshoot problems
- customise, measure and improve our services, changes to our existing services, new services, events, opportunities and seasonal activities based on your notification preferences
- send emails to you that are relevant to your membership
- send email to you relating to your stated communications preferences

Accessing, reviewing and changing your personal information

We will, at any time, provide you with a copy of any personal information we are holding about you at your request. You may ask us to remove your details from our database at any time. Removal of your details will negate your PRIMIS membership and access to CHART, CHART Online and PRIMIS tools. You must let us know if any of your personal information changes or is inaccurate.

For more information about your rights as a data subject rights, including your right to object, see here – <https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Security

We use standard industry practices, including encryption, passwords and physical security to protect your personal information against unauthorised access and disclosure (please be aware that we cannot guarantee this).

General

We may amend this Privacy Notice at any time by posting the amended terms on our website. All amended terms shall take effect automatically 30 days after they are initially posted on the website. In addition, we will notify you in accordance with your notification preferences.

If you have questions about this Privacy Notice, please contact PRIMIS on 0115 846 6420, or email enquiries@primis.nottingham.ac.uk