

# Privacy Notice for Enquirers

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## A. Introduction

The purpose of this notice is to explain to you how the University may use any personal data collected from you when you register to receive more information about studying at Leeds Trinity University. This includes requesting a prospectus, booking an open day or other visit to the University as well as signing up to our mailing list to receive information about Leeds Trinity University. The notice is also available on the University website.

## B. Who is processing your personal data?

Leeds Trinity University determines why and how your personal data is used and, as such, is considered legally to be the data controller of the personal data. This places legal obligations on the University including that the University must process personal data fairly and lawfully and in a transparent manner.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

## C. What personal data do we process

Leeds Trinity University processes personal data that is necessary for us to administer and deliver information about education services to you. This includes contact details such as name and email address as well as information about your interests in particular study and courses.

## D. What we use your personal data for

Leeds Trinity University processes your personal data in accordance with the data protection legislation. The data you provide will only be used for the purpose of providing relevant information to you about studying at Leeds Trinity University and for the University to communicate with you. The University will also use the data for analytical purposes to understand the effectiveness of communications.

## **E. The legal basis for processing your personal data**

### **Consent**

The University is processing your personal data with your consent that you provided to us when completing the enquiry form. You have the option to change your contact preferences at any time. This includes changing your preference in how we communicate with you.

You can at any time withdraw your consent by unsubscribing from receiving further information via a link on our emails sent to you or by contacting the University at [hello@leedstrinity.ac.uk](mailto:hello@leedstrinity.ac.uk).

## **F. Who will we share your data with?**

Your data will not be shared with external parties other than for the purpose of issuing communications in line with this policy. We use trusted third parties to store your data and communicate with you. The data you provide will only ever be used for communication purposes by Leeds Trinity University. We may use your data to create audiences and tailor the content you see posted from Leeds Trinity University, in order to provide more relevant news and events.

## **G. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **H. How long do we keep your data?**

The University will retain your personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule which for enquiries is 4 years.

## **I. Your rights in relation to your data**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

## 2. Right of access

You have a right to access the personal data that the University holds about you. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

## 3. The right to rectification

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete.

## 4. The right to erasure

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased. The University manages the retention period of data held through its retention schedule.

## 5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

## 6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

## 7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

### Note:

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to see a record of the personal data we hold about you, notify of us of any changes or inaccuracies in the data or ask us to delete your personal data, you can request this by contacting the University at [hello@leedstrinity.ac.uk](mailto:hello@leedstrinity.ac.uk) or writing to us at:

Marketing and Communications  
Leeds Trinity University  
Horsforth  
Leeds  
LS18 5HD

If you are not satisfied with how we are processing your personal data please contact us. You can also report a concern about how your information has been handled to the Information Commissioner - <https://ico.org.uk/concerns/handling/>.

## **J. Evaluation and review**

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

Date issued: May 2018