# Privacy Notice

**How we use your data**

**This Privacy Notice outlines how the University of Kent collects, uses and manages the personal information of individuals in accordance with data protection law.**

The University of Kent is registered as a ‘Data Controller’ under registration number Z6847902. [View the full entry on the register](https://ico.org.uk/ESDWebPages/Entry/Z6847902)

**How we collect your personal information**

Your personal data is obtained:

* directly from you, through online or paper forms, email or by telephone
* from third-party sources where applicable (e.g., referrals from educational institutions or event sign-ups)

**Categories of information we collect**

Personal data we collect about you in connection with your engagement with activities organised by the University of Kent may include:

* your name
* job title
* contact email address
* subject(s) taught
* your school or college
* your opinions when you answer surveys we send you
* other relevant professional details

**How we use your personal information**

We will use your information in the following ways:

* Add you to our Customer Relationship Management (CRM) system, Microsoft Dynamics
* Send you newsletters, event invitations, and other relevant updates
* Provide you with information about professional development opportunities and related educational events

If you do not provide this data, we may be unable to send you important communications or invite you to specific events.

**Our lawful basis for processing your data**

We rely on the following lawful basis as allowed by the UK GDPR for processing your personal data as this is necessary for:

* the purpose of our legitimate interests or those of a third party - [Article 6(1)(f)](https://www.legislation.gov.uk/eur/2016/679/article/6) (unless those interests are overridden by your interests, rights or freedoms)
* to perform a task carried out in the public interest – Article 6(1)(e)

Our legitimate interests are:

* you have given your consent for one or more specific purposes- Article [6(1)(a)](https://www.legislation.gov.uk/eur/2016/679/article/6)

**Who your information will be shared with**

We use third party organisations (known as data processors) who carry out services on the University’s behalf under contract. We will ensure that only the minimum amount of relevant personal data necessary for the purpose is transferred. We will ensure that contractual agreements exist to ensure compliance with data protection regulations and that data is used solely under our instruction. In these circumstances personal data shall be deleted after the contract has terminated.

We share your personal data with Microsoft Dynamics for CRM and communication purposes, and Qualtrics for the purpose of event sign-ups. If you consent to being added to the Teachers mailing list, you will be added to the Microsoft Dynamics CRM system, for the purposes of managing this list and sending communications.

For more information please see the Microsoft privacy statement at [privacy.microsoft.com/en-gb/privacystatement](https://privacy.microsoft.com/en-gb/privacystatement).

For signing up to events and for some communications, you may be asked to enter your details into Qualtrics, the University’s approved survey collection platform. Please see the Qualtrics privacy statement: <https://www.qualtrics.com/privacy-statement/>.

Sometimes it is necessary for your personal information to be shared:

* with competent authorities (such as the police, NCA) or action fraud for law enforcement purposes (for on substantial public interest reasons – Article 9(2)(g) – for preventing or detecting unlawful acts, safeguarding or fraud purposes.
* with our professional advisors where it is necessary for the establishment, exercise or defence of legal claims – Article 9(2)(f).

Occasionally the University may, if appropriate, legitimate and necessary, rely on relevant exemptions to UK GDPR provisions as are allowed under the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/schedule/2) (in relation to crime and taxation, management forecasts, negotiations, confidential references and exam scripts and exam marks).

**Transfer of your information outside of the UK**

When it is necessary for us to transfer your personal information across national boundaries to a third party data processor, such as one of our service providers, we will ensure this safeguards your personal information by requiring such transfers are made in compliance with all relevant data protection laws.

Data will be transferred by the University outside of the UK and European Economic

Area (EEA) to their processors (Microsoft O365) in the United States

for the purpose of data storage. The transfer is authorised by:

* safeguards prescribed by the UK GDPR when transferring data to a third

country (Transfer Impact Assessment and International Data Transfer Agreement)

**How long your personal data will be kept**

Your personal data will be kept for as long as you stay subscribed to the service for. If you wish to unsubscribe at any point, please send an email to [DataProtection@kent.ac.uk](mailto:DataProtection@kent.ac.uk), at which point your data will be deleted.

**Security**

We will ensure that security measures are in place to prevent the accidental loss, unauthorised use or access to your data. Access is given to staff on a ‘need to know’ basis. Our staff are required to keep your data safe and complete data protection training.

We have procedures in place to deal with any data security incidents and will notify you and the ICO in the event of a data breach where we are required to do so.

**Your rights**

Please be aware of the following rights which can be accessed free of charge by contacting [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk):

* know how we are using your personal information and why (right to information)
* access the personal data held by us (subject access request)
* ask for correction of any mistakes (rectification)
* to object to direct marketing
* to complain to the ICO

In some circumstances you also have the right to:

* object to how we are using your information
* ask us to delete information about you (the right to be forgotten)
* have your information transferred electronically
* object to automated decisions which significantly affect you
* restrict us from using your information.

For further guidance regarding your rights please see the [ICO website](https://ico.org.uk/).

If you wish to withdraw your consent or exercise any of your rights, please contact us at [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk). You can unsubscribe at any time from receiving emails from us, and we will delete your data upon request.

**Your right to complain to the Information Commissioner**

You have the right to lodge a complaint with the [Information Commissioner's Office](https://ico.org.uk/make-a-complaint/).

Their helpline telephone number is: 0303 123 1113.

**Contacts**

If you have any questions or concerns about the way the University has used your data, or wish to exercise any of your rights, please consult our [website](https://www.kent.ac.uk/infocompliance/index.html).

The University’s Data Protection Officer can be contacted at: [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk)

# **Document review date**

This privacy notice will be reviewed at least annually.

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