

## **SCHOOL OF AEL PRIVACY NOTICE**

Queen's University Belfast ("we", "us" and "our") is committed to protecting your personal data. The notice is addressed to [MODIFY AS APPROPRIATE staff, students, individuals who are users of our services, customers, website users and third parties], ("you" and "your"). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

### **WHO WE ARE**

1. We are Queen's University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908. [INSERT ADDITIONAL DETAILS OF SCHOOL OR DEPARTMENT IF REQUIRED].

### **HOW YOUR PERSONAL DATA IS COLLECTED**

2. **Information you provide:** When providing [NATURE OF SERVICE] we will ask for information about you, such as your [name, address, DOB, bank details, etc.] This is known as your "Personal Data". We may also ask you for some special categories of information (for example [criminal convictions, health, and religion]). This is known as your "Sensitive Personal Data".
3. [Where relevant] **Data from other sources:** We also collect information about you from other sources and this also forms part of "Personal Data". This includes information from:
  - [INSERT DETAILS IF DATA IS COLLECTED THROUGH VISITING A WEBSITE AND INCLUDE LINK TO COOKIE POLICY. e.g. As you interact with our website we may automatically collect information about which pages you visit on our site and where you are from. This information may be collected by using cookies or other similar technologies. For more information on how we use cookies and similar technologies please visit our cookie policy available at <http://www.qub.ac.uk/Legal/>]
  - [INSERT ANY THIRD PARTIES FROM WHOM INFORMATION IS OBTAINED]

### **HOW WE USE YOUR PERSONAL DATA**

4. We use your Personal Data and Sensitive Personal Data in the following ways:
  - [LIST HOW PERSONAL DATA IS USED]

### **LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA**

5. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our "legal basis for processing". In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal

data, for example to provide you with a service which you have requested. The legal [basis/bases] for processing your Personal Data [is/are],

- [DETAIL THE LEGAL BASIS/BASES FOR PROCESSING OF THE DATA. THIS MUST BE ONE OR MORE OF THE SIX BASES DETAILED IN THE REGULATIONS. NOTE: IF THE LEGAL BASIS FOR PROCESSING IS A STATUTORY OR CONTRACTUAL REQUIREMENT, OR A REQUIREMENT NECESSARY TO ENTER INTO A CONTRACT, THEN YOU NEED TO STATE IF THEY ARE OBLIGED TO PROVIDE THE DATA, AND ANY CONSEQUENCES IF THEY DON'T.]

## WHO WE SHARE YOUR DATA WITH

6. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above:
  - [LIST RECIPIENTS AND THE PURPOSE OF THE TRANSFER. INCLUDE DETAILS OF ANY SHARING WITH EXTERNAL SOFTWARE SYSTEMS.]

## PROFILING

7. [Where relevant] [We will use your Personal Data to engage in profiling with the use of our computer system. Our system will make certain decisions about you which will be based on [INSERT BASIS OF PROFILING]].

## DATA PROCESSING OUTSIDE EUROPE

8. [EITHER] We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area. [OR INSERT DETAILS OF TRANSFER OUTSIDE EEA IF APPLICABLE. NOTE: IF TRANSFERRING OUTSIDE OF THE EEA THEN YOU NEED TO INCLUDE WHETHER THE COUNTRY HAS AN ADEQUACY DECISION, OR IF NOT, WHAT SAFEGUARDS WILL BE IN PLACE TO PROTECT THE PERSONAL DATA. YOU NEED TO ADD HOW THE INDIVIDUAL CAN GET A COPY OF THESE SAFEGUARDS. CONTACT INFORMATION COMPLIANCE IF YOU NEED ADVICE.]

## HOW LONG YOUR INFORMATION WILL BE KEPT

9. We will keep your Personal Data and Sensitive Personal Data for up to [ ] years from [date of collection / end of service etc]. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

## YOUR RIGHTS

10. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:
  - to request access to your Personal Data;
  - to request correction of your Personal Data that is wrong or incomplete;
  - to request erasure or the restriction of processing of your Personal Data;
  - to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
  - not to be subject to automated decision making; and

- to withdraw your consent.
11. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.
  12. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you but we will notify you if this is the case at the time.
  13. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

## **CONTACTING US**

14. If you have any questions or comments about this privacy notice, the University's Data Protection Officer can be contacted at:

Derek Weir  
Data Protection Officer  
Registrar's Office  
Lanyon South  
Queen's University Belfast  
University Road  
BT7 1NN  
[info.compliance@qub.ac.uk](mailto:info.compliance@qub.ac.uk)

## **COMPLAINTS**

15. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **CHANGES TO THIS NOTICE**

16. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.