

# Online Degree Show Website Privacy Notice

## Purpose

Coventry University is committed to protecting your privacy. This notice will help you understand how we look after your personal data and how we make sure that we meet our obligations to you under the UK data protection laws (referred to in this notice as the "Data Protection Laws"). This notice outlines how we will use, store and share your personal data, and supplements any other notices or statements we may provide to you.

If you have any questions in relation to this notice or generally how your personal data is processed by us please contact our Data Protection Officer by letter addressed to: Data Protection Officer, Coventry University, Priory Street, Coventry CV1 5FB; or by email at: [enquiry.igu@coventry.ac.uk](mailto:enquiry.igu@coventry.ac.uk).

## Who are we?

In this Privacy Notice, the terms "**we**", "**our**", and "**us**" refer to Coventry University, Priory Street Coventry, United Kingdom CV1 5FB (ICO registration number Z6939585). You can find the full [details of the Group](#).

We are a controller of your information which means that we are responsible for looking after it. We will use your personal data fairly, lawfully and in a transparent manner, and in accordance with the Data Protection Laws.

## What do the key terms mean?

"**Personal data**" means any information we hold about you from which you can be identified. It may include contact details, identification numbers, other personal information, photographs and expressions of opinion about you or indications as to our intentions about you.

"**Processing**" means doing anything with the personal data, such as collecting, recording, organising, structuring, storing, adapting or altering, retrieving, accessing, consulting, disclosing, disseminating, aligning or combining, restricting, erasing or destroying or using the data in any way.

## Information we may collect from you

We will only collect personally identifiable information (such as your name, address and contact details) or such other information as may be listed in the relevant data collection form, via the Coventry Degree Show Website when it is voluntarily submitted by you to us. We may collect and process the following data about you for the purposes specified:

- Personal details given to us by you via on-line forms will be used to provide you with information or services you have requested, such as newsletters. The details you provide will not be used for marketing purposes unless you have been informed of this and have expressly consented to having your details used for this purpose;
- Information provided by you when reporting a fault with the Coventry University Website will be used for the purposes of rectifying that fault in accordance with the legitimate interests of Coventry University;
- If you contact us we may keep a record of that correspondence so as to deal with and/or respond to that correspondence.

We may also use personal data which you provide to us in any of the ways listed above and in the following ways:

- To deal with and/or respond to any enquiry or request made by you.
- To ensure that content on the Coventry University Website is presented in the most effective manner for you and your computer in accordance with our legitimate interests;
- To allow you to participate in interactive features of the Coventry University Website, if/when you choose to do so;
- To comply with a legal obligation to which Coventry University is subject;

If you do not want us to use your personal data in any of the ways set out above you can opt out of receiving communications from us at any time thereafter by clicking the “unsubscribe” or “opt out” link in any such communications.

We may also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

### **Retention of personal data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

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.

### **IP addresses and cookies**

Information about your computer including logging information, such as your machine's IP address, operating system and browser type, may be collected automatically by the server and used for system administration and statistical purposes only. This is statistical data about the browsing actions and patterns of users of Coventry University's website, and does not identify any individual.

Cookies may be used to collect user data to enhance your experience of the Coventry university Website. For example, we may use cookies to determine whether your browser can accept a particular type of software, or to stop pop-up boxes appearing each time you visit the Coventry University Website. We may use cookies for other purposes in the future, as the Coventry University Website develops and this statement will be amended to reflect any such changes. Further details of our notice in relation to cookies can be [found in our Cookie Notice](#).

### **Where we store your personal data**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of our contracts and/or agreements with you, the processing of any payments and the provision of support services. By submitting your personal data, you agree to this transfer, storage and processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice and that it is subject to appropriate safeguards.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access specific parts of the Coventry University Website, you are responsible for keeping that password confidential. We ask you not to share your password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted to our site; any transmission is at your own risk. Once we have received your information we will use strict procedures and security features to try and prevent unauthorised access.

### **Disclosure of your information**

Information about you will only be disclosed to relevant employees of the Coventry University Group, and will not be revealed to third parties outside it, unless we are under a legal duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any agreements that may be entered into between us; or to protect the rights, property or safety of the Coventry University Group, its students, staff or others. This includes exchanging information with other companies and organisations for the purposes of fraud prevention and credit risk reduction.

### **Your rights**

You have the right to:

**Request access to your personal data** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data that we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data that we hold about you corrected, although we may need to verify the accuracy of the new personal data that you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your personal data unlawfully or where we are required to erase your personal data to comply with local law. Please note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground as you feel it impacts on your fundamental rights

and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your personal data, which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information that you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent** at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent. You can ask us to stop sending you marketing messages at any time by following the "unsubscribe" (or similar) links on any marketing message sent to you or by contacting us at any time. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a purchase, product/service experience or other transactions.

If you wish to exercise any of your above rights, please send a written request to the Information Governance Unit, Coventry University, Priory Street, Coventry, CV1 5FB or email [dsar@coventry.ac.uk](mailto:dsar@coventry.ac.uk).

You will not have to pay a fee to access your personal data or to exercise any of your other rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. The Coventry University Website may, from time to time, contain links to and from external websites as a service to our visitors. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites. The provision of a link on our site to an external website should not be taken as an endorsement by Coventry University of that external website, its owners or their products/services.

## **Changes to our website privacy notice**

Any changes we may make to our website privacy notice in the future will be posted on this page.

## **Complaints**

If you are unhappy with the way in which we have collected or processed your personal data or have any other complaint in relation to our handling of your personal data you can contact our Data Protection Officer by writing to the Information Governance Unit, Coventry University, Priory Street, Coventry, CV1 5FB or email [dpo@coventry.ac.uk](mailto:dpo@coventry.ac.uk)

You also have a right to make a complaint to the Information Commissioner, further information can be found on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk) or via their helpline on 0303 123 1113.

## COVENTRY UNIVERSITY DEGREE SHOW

### PRIVACY NOTICE

#### Who are we?

In this Privacy Notice, the terms "we", "our", and "us" refer to **Coventry University Higher Education Corporation**, Priory Street, Coventry, United Kingdom, CV1 5FB. We are registered as a data controller with the Information Commissioners Office. ICO registration number Z6939585. As a controller of your personal data we are responsible for looking after it, and we will use it fairly, lawfully, and in a transparent manner.

#### What personal data do we collect?

"Personal data" is any information from which you can be identified, e.g. name, date of birth, contact details, identification numbers, photographs, and expressions of opinion about you.

The type of personal data we collect, and how we process it, can vary depending on your interactions with us.

Where applicable, we will collect following categories of personal data for students:

| Data Category       | Description   |
|---------------------|---|
| Identification Data | <ul style="list-style-type: none"><li>Name.</li><li>Physical address.</li><li>Electronic contact details.</li><li>Social Media Accounts</li></ul>                             |
| Academic Data       | <ul style="list-style-type: none"><li>Student work presented as an image or video.</li></ul>  |
| Image Data          | <ul style="list-style-type: none"><li>Photographs and videos, together with sound recordings.</li><li>Images, videos, podcasts and others.</li></ul>                          |
| Testimonial data    | <ul style="list-style-type: none"><li>Information provided by you as part of giving testimonials (in writing, video or other formats) in support of the University.</li></ul> |

- Where applicable, we will collect following categories of personal data of our guests:

| Data Category       | Description   |
|---------------------|---|
| Identification Data | <ul style="list-style-type: none"><li>Name.</li><li>Electronic contact details.</li></ul> |

#### Where do we get your personal data from?

We collect your personal data directly from you where you have given your personal data and work voluntarily to us or by completing online forms asking for your personal data or where you contacting us directly.

|                                     |   |
|-------------------------------------|---|
| <b>Information that you give us</b> | You may share personal data about yourself and your circumstances by: |
|-------------------------------------|---|

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• <b>By expressing your interest and submitting your work to be published on the online Degree Show website.</b></li> <li>• <b>By providing testimonials, podcasts and/or videos.</b></li> <li>• <b>Engaging and submitting your details to us via online Degree Show contact forms.</b></li> </ul> <p>We need you to provide the personal data in the situations listed above so we can publish your work on the online degree show, which virtually recreate the opportunity of gaining employment and industry contacts.; or in order to provide you with information about further degree shows and exhibitions</p> <p>If you do not provide this data, it may mean that we will be unable to demonstrate your work or to contact you with information on our degree shows.</p> |
|--|--|

## How and why we use your personal data

Data protection laws means that we can only use your data in certain circumstances and where we have a lawful basis to do so. The table below explains the purpose and lawful basis for processing your personal data.

| Purpose  | Legal basis   |
|--|---|
| Engaging with the Faculty of Arts and Humanities Online Degree Show and by submitting your details to us via online forms. | Consent – where you engaged with our Online Degree Show and where you provided your personal details via online forms we will process the data on the basis of consent. |
| By expressing your interest and submitting your work to be published on the online Degree Show website.                    | Consent – where you expressed interest and submitted your work to be published on the Online Degree Show we will process the data on the basis of consent.              |
| By providing contributions in the form of careers podcasts and testimonials.   | Performance of a contract – where we enter into an agreement for filming, use of footage of podcasts and alumni testimonials  |

## Processing of your personal data

"**Processing**" means doing anything with the personal data, such as collecting, recording, organising, structuring, storing, adapting or altering, retrieving, accessing, consulting, disclosing, disseminating, aligning or combining, restricting, erasing or destroying or using the data in any way.

We will process your personal data for the purposes set out above, or as we otherwise notify you.

The personal data you provide will be subject to security measures and procedures to minimise the risk of unauthorised access, loss, theft or disclosure.

Your personal data will not be used for the purposes of automated decision making.

### **How long do we keep your personal data for?**

We will only keep your personal data for as long as we need to in order to fulfil the purposes for collecting it, including satisfying any legal, accounting, or reporting requirements.

We consider a number of factors in deciding how long to keep your data: the amount, its nature and sensitivity, the potential risk of harm from unauthorised use or disclosure; the purposes for processing it, and whether we can achieve those purposes through other means; and the applicable legal requirements.

We will retain student data on the website for 12 months from the date of the publication of the material.

We will retain data of the quests and employers for 36 months from the date the information is provided to us.

In some circumstances, we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this data indefinitely without further notice to you.

### **Who do we share your personal data with?**

Your personal data may be disclosed to other organisations within the Coventry University Group so that they can carry out their day to day activities, as well as to third parties, including to:

| <b>Who we share your personal data with</b>                                  | <b>Purpose</b>  |
|--|---|
| third parties we have engaged to provide processing activities on our behalf | where such processing is to be conducted under a formal data processing agreement that provides appropriate safeguards for your personal data and where it is necessary for our public interest functions and/or our legitimate interests to do so, including processing for administrative and practical purposes. |
| third party video/image hosting companies                                    | where you submitted images/videos to be published on the online Degree Show, we may be required to upload and share your data with the third party hosting company.   |
| the public   | the content on the Online Degree Show website is published and available on the internet, therefore it can be accessed by anyone in the world.  |

We do not allow our third-party service providers to use your personal data for their own purposes, but only to process it for specified purposes, and in accordance with our instructions.

### **Keeping your personal data secure**



We are committed to the protection and security of your personal data. We will ensure that appropriate measures are taken against its unlawful or unauthorised processing, and against its accidental loss or damage. We are certified to Cyber Essentials.

### **Other countries your personal data will be sent to and why**

Your personal data may be transferred across international borders. It may be transferred to countries that have different levels of data protection to the United Kingdom.

We may need to transfer your personal data outside of UK and/or to other countries outside of the [European Economic Area \(EEA\)](#), to other members of the Coventry University Group, partner organisations, or our suppliers and service providers. Whenever we do this, we ensure an equivalent level of data protection by using appropriate safeguards, i.e. it is only processed in accordance with UK data protection laws;

- we transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission; or
- we transfer your personal data to service providers who have agreed to contractual terms approved by the European Commission, which give personal data equivalent protection as in the UK and European Union; or
- we transfer your personal data to providers based in the US if they are subject to the EU-US Privacy Shield. This requires them to provide a level of data protection which is equivalent to laws of the European Union and UK.

Please contact us if you want further information on the specific mechanism we use when transferring your personal data out of UK and other countries outside of the EEA.

We keep our mechanisms for transferring personal data outside of the UK and/or the EEA under regular review to ensure that these are in line with UK data protection laws.

### **How we may contact you**

Please note that we may contact you in connection with the purposes set out above, by post or by electronic means (including telephone, text messages, email, social media messaging, or any other suitable electronic method).

### **Your Data Protection Rights**

You have the right to:

**Request access to your personal data** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data that we hold about you, and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data that we hold about you corrected, although we may need to verify the accuracy of the new personal data.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data if:

- there is no good reason for us continue processing it;
- you have successfully exercised your right to object to processing (see below);

- you believe we may have processed your personal data unlawfully; or
- we are required to erase your personal data to comply with the law.

Please note that we may not be able to comply with your request for specific legal reasons which, if applicable, will be notified to you.

**Object to processing** of your personal data when we are relying on public task or a legitimate interest (or those of a third party), and you feel that this processing impacts on your fundamental rights and freedoms. However, these may be overridden by the public interest or our legitimate interest grounds.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- if you want us to establish the accuracy of the data;
- where our use of the data is unlawful but you do not want us to erase it;
- where you need us to hold the data even if we no longer require it (for example if you need it to establish, exercise or defend legal claims); or
- If you have objected to our use of your data, but we need to verify whether we have overriding public interest or legitimate interest grounds to use it.

**Withdraw consent at any time** when we are relying on consent to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent. You can ask us to stop sending you marketing messages at any time by following the “unsubscribe” (or similar) links on any marketing message sent to you, or by contacting us at any time.

When you opt out of receiving these marketing messages you will no longer hear from us in that regard.

### **Exercising your rights**

If you wish to exercise any of your above rights, please send a written request to the Information Governance Unit, Coventry University, Portal House, 163 New Union Street, Coventry, CV1 2PL, or email [dsar@coventry.ac.uk](mailto:dsar@coventry.ac.uk).

You will not have to pay a fee to exercise any of your rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to confirm your identity. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information, in order to speed up our response.

We try to respond to all legitimate requests within one month, although it may take us longer if your request is particularly complex, or if you have made a number of requests. In this case, we will notify you and keep you updated.

### **Complaints and questions**

We have appointed a Data Protection Officer to oversee compliance with this Privacy Notice. If you have any concerns or complaints about it, please contact the Data Protection Officer at Coventry University, Priory Street, Coventry CV1 5FB or email [dpo@coventry.ac.uk](mailto:dpo@coventry.ac.uk).

If you are not satisfied with the proposed resolution of your complaint, you have the right to contact the Information Commissioner's Office. Further information can be found on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk) or via their helpline on 0303 123 1113.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. From time to time, we may also notify you in other ways, about the processing of your personal data.

### **Feedback**

If you have feedback for us about this privacy notice, please let us know by emailing [enquiry.igu@coventry.ac.uk](mailto:enquiry.igu@coventry.ac.uk).