

BUSINESS DEVELOPMENT AND EXTERNAL RELATIONS PRIVACY NOTICE

Purpose of this Notice

This Notice is for the attention of individuals who deal with the University in a business capacity, whether on their own behalf or as a member of an organisation and whose personal data we may process.

The University of Huddersfield is the data controller for personal data that we process about you and this Notice explains how we will collect and use your personal data.

This Notice complies with requirements under data protection legislation.

Any questions?

If there is anything you are unclear about, please contact our Data Protection Officer, whose contact details are provided at the end of this Notice.

What categories of personal data do we process?

The University collects limited data about its business contacts and this would primarily include the following information:

- Contact and organisation related information, such as a person's work email, phone number and business role
- Business communications
- Information relating to a contact's involvement in a research, enterprise, or other project with the University
- Information relating to a contact's student and graduate recruitment activity

Where does the University get your personal data from?

We collect your personal data during the course of your dealings with us. This may be:

- When you engage with us in respect of a particular project we are working on with your organisation or when you correspond with your contacts within the University
- When you provide information to us at events managed by the University and indicate that you wish to keep in touch with us
- Where you make an enquiry via our website
- In certain circumstances, where information is provided by third parties, for example from other people within your organisation or network or from online sources.

Where we are lawfully able to do so, the University will add your personal data to the University's Customer Relationship Management Systems to enable us to effectively manage our relationship with you and/or your organisation.

The purposes for which we process your personal data and the legal basis for that processing

In general terms, we process your personal data to facilitate your relationship with the

University including but not limited to, for the purpose of:

- managing enquiries from prospective business contacts about working with us and communication of information about the University and our services (including research grant application/bidding processes, collaborative research, student and KTP placements, student and graduate recruitment) and opportunities to find out more about us
- managing, monitoring and reporting on past, present and future research and enterprise projects with you or your organisation, including in relation to funding applications and processes
- managing student and graduate recruitment, including correspondence with employers and managing advertisements on the University's JobShop
- administration of student placements and degree apprenticeships
- to send information such as event invitations, information about our research and enterprise activities, student and graduate recruitment and business engagement opportunities; and
- organising and managing events, including conferences, public lectures and business engagement sessions
- research and statistical analysis for internal management purposes to improve the business services of the University
- administration of external surveys, including collection of feedback on specific projects and services such as the Business Partnership Team
- for the purpose of capturing information on the University's Customer Relationship Management Systems to enable us to effectively manage our relationship with you and/or your company
- for the purpose of capturing images of the University and campus life for use on the University website and in brochures, which may capture images of visitors to the campus; the University will provide notices in public areas when filming/photography is being undertaken for these purposes

Where we process your personal data, we will only do this where we are lawfully able to do so in line with data protection legislation. The legal bases on which we may process your personal data are as follows:

- for the performance of a contract that we have with you or your organisation
- for legitimate purpose of maintaining relationships with business contacts and engaging with the wider business and local communities
- to further the University's public interest task of education and research

Who might we share your data with?

The University protects the personal data that it holds about you and the standard response to enquiries about individuals is that information cannot be disclosed to third parties without your consent (unless we are required to do so by law or regulatory authority).

However, there are occasions when we will share your personal data with third parties. For example, we may share some of your data with:

- grant funding bodies to evidence allocation of grant funding payments
- to the University's insurers, auditors and legal advisers and regulators such as the Health & Safety Executive or Information Commissioner's Office, where necessary
- with the University's wholly owned subsidiary, the 3M Buckley Innovation Centre, with whom the University has a formal data sharing agreement in place, for the purpose of business engagement, or with third party contractors who supply and/or maintain the University's IT systems
- to direct mail and marketing and events agencies or online providers who the University may contract to assist in the administration of mailings to contacts and for the booking of events, subject to and in accordance with data protection legislation

Additional notices and guidance/policies

The University has further information about how we process your personal data and data protection compliance more generally:

- [Data Protection Policy](#)
- Our website – we use Cookies on our web pages – please refer to our [Cookie Policy](#)

Automated individual decision making, including profiling

The University does not carry out automated individual decision making or profiling in respect of your data and has no current plans to do so.

Unwanted communication

We will from time to time communicate with you by email, post and telephone where appropriate to meet the purposes set out above, unless you have indicated that you do not wish to receive such communications.

If, at any stage, you are concerned about the content of these communications, e.g. unwanted marketing information, or wish to change the method of communication that we use please unsubscribe to general email communications and/or let you contact within the University know how you would prefer to receive communications.

If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

Transfers to other countries

Sometimes to achieve the purposes for which we are processing your personal data we may need to share your personal data with other organisations based within the European Union. If we need to share your personal data with organisations outside the European Union we will seek to ensure that such organisations are based in countries that have comparable levels of personal data protection regulations to those enjoyed in the European Union.

When it is necessary to share your data with organisations outside of the European Union, we will ensure that there are appropriate safeguards in place.

How long do we keep your personal data for?

We will only retain your personal information 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. Details of retention periods for different aspects of your personal information are available in our retention policy [here](#). In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Your rights as a data subject

We thought it would be helpful to set out your rights under data protection legislation. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data, in certain circumstances;
- restrict processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Further information about these rights is available from the [Information Commissioner's Office](#). You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer (data.protection@hud.ac.uk)

Our general postal address is The University of Huddersfield, Queensgate, Huddersfield, HD1 3DH, UK.

Our telephone number is 01484 473000.

Our data controller registration number provided by the Information Commissioner's Office is Z6534300.