

## **General Data Protection Regulation and Data Protection Act 2018, Consent to Process Personal Information:**

### **Who we are**

UWE Bristol is registered as a Data Controller with the Information Commissioner's Office (ICO) and is responsible under the General Data Protection Regulation as enacted, amended and applied in UK law) for the personal data we hold.

We process your personal data under the terms of our registration notice with the ICO and the University's [Data Protection Policy](#). Our Data Protection Public Register number is Z6686621.

### **Using your personal information - Event Marketing List(s)**

1. The information you provide will be disclosed to administrative staff in the University for the purposes of administering event marketing lists.
2. By requesting to be added to the marketing list(s) you are signing up to receive information relating to the Bristol Distinguished Address Series and, where applicable, other corporate events.
3. Your data will be held on the marketing list(s) indefinitely unless you request your details to be removed.

### **Using your personal information - Event Registration**

1. The information you provide will be disclosed to administrative staff in the University for the purposes of administering the event, to include:
  - a. An event reminder email
  - b. A follow-up email
2. By registering for this event, you are signing up to receive information relating to this event and, if applicable, the series of events.
3. All data relating to this event will be held for two years. Data will be anonymised for any reporting purposes.
4. Your records are stored on a secure database and access is restricted to those who need the information in order to carry out their duties at UWE Bristol. We may occasionally share your information with other university departments in order to tell you about activities we think will interest you (e.g. faculty events).
5. UWE Bristol assumes full responsibility for the protection of your data and will not disclose it to third parties other than those acting as agents for the University. UWE Bristol will not trade your data with any other organisations.

### **Your rights and choices**

We will always respect a request to stop contacting you. You can request this by emailing [events@uwe.ac.uk](mailto:events@uwe.ac.uk) at any time. Alternatively, you can unsubscribe from our emails through the "Unsubscribe" option provided at the bottom of event emails. We will record this to ensure you are no longer contacted by the mean(s) specified by you.

In relation to your personal data we hold, you have the qualified right to:

- Access it
- Receive it in a structured machine readable format
- Rectify it, if it is not accurate or complete
- Erase it
- Restrict its processing
- Withdraw any consent provided or otherwise object to its processing
- Complain to the Information Commissioner's Office (ICO)

If you wish to exercise these rights, please contact the University's Data Protection Officer at [dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk). If you are unhappy with the way in which your personal data has been processed you may complain to the Information Commissioner's Office – further information can be found on the Information Commissioner's Office website.