

Science Communication Unit, University of the West of England Privacy Notice

Introduction

This notice applies to service(s) given to students/ applicants/ other clients, by us, the University of the West of England. We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. The data controller is the University of the West of England.

Your personal information

We will process your non-sensitive and sensitive personal data in line with the [UWE Data Protection Policy](#). We will hold your data securely in accordance with the conditions of the 1998 Data Protection Act and any follow-on legislation including but not limited to the General Data Protection Regulation as enacted and amended by UK legislation. We will not make it available to any third party unless permitted or required to do so by law. The university's Data Controller is the Pro Vice-Chancellor (Commercial Director and Corporation Secretary).

Using your personal information

Your information will be held confidentially by the Science Communication Unit. We will only use your non-sensitive and sensitive personal data for the purposes of:

- Providing information regarding our Continuing Professional Development courses, Postgraduate Programmes and Science Communication Unit events (public seminars, conferences).
- Providing you with information, advice, guidance and support regarding any issues that you might raise with us relating to you being a student/ applicant/ client at UWE Bristol.
- Monitoring, evaluating, auditing and developing our services – data will be anonymised.
- Responding to any complaints.

We will keep your data for up to six years after it was provided, after which it will be confidentially destroyed.

Sharing your personal information

We will only share relevant items of your information with Science Communication Unit staff.

This may include:

- Liaising with academic staff where necessary, for delivering the service(s) you have requested.

Otherwise, we will only share information we have about you if we have permission or if:

- It is required by law.
- It is required for medical reasons.
- We have reasonable belief that you have breached the University's regulations or policies.
- There is a serious risk of harm to yourself or to others.

Your rights and choices

In respect of your personal data held by us, you have the following qualified rights 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.
- Withdrawing any consent provided or otherwise object to its processing.
- Complain to the Information Commissioner's Office (ICO).

To find out more or to exercise any of these rights please contact the Data Protection Officer.

How to contact us

- For questions about the Science Communication Unit, please contact science.communication@uwe.ac.uk.
- For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk.
- For complaints, please contact [Complaints](#).