

**St Georges, University of London.**

**Privacy Notice**

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**Who we are**

*St George's University of London is the 'Controller' of the personal data that you provide us with, and is registered with the Information Commissioner's Office (ICO) for the purposes of UK data protection legislation, registration number Z5770328.*

**How to contact us**

*If you have any queries about how the Public Engagement team is using your personal data you can contact us by email at [pe@sgul.ac.uk](mailto:pe@sgul.ac.uk).*

**What information we collect from you**

*The University's Public Engagement team collects the contact information you have registered with us, i.e. your name and SGUL email address, when you subscribe to the Public Engagement Network; it also collects details of the public engagement activities or projects you register with us.*

**How we use your information**

*We will only ever use your personal information to contact you about events, training, support, or other opportunities relating to public and civic engagement. We will use information on your public engagement activities or projects to complete the Higher Education Business and Community Interaction (HE-BCI) survey and to inform and help us develop our public engagement strategy, events and training program. We keep your information securely stored on our servers where access is restricted to authorised staff only.*

**How we obtain your information**

*Information will be collected directly from you via an online form, to a member of the Public Engagement team over the telephone, by email or face to face.*

**Who we share your information with**

*We may need to share your information with Research England and the Higher Education Statistics Agency as part of the HE-BCI survey. The Public Engagement team will not share your information with any other third parties outside the University.*

**How long we keep your information for**

*We will retain your personal data until you inform us you are leaving the University, or for a period of 1 year after our last contact from you. You can unsubscribe from the mailing list at any time and we will remove your personal details from our records. A record of your public engagement activities and projects will be retained until the next HE-BCI survey has been completed, after which your details will be completely deleted from our system.*

### **What your rights are**

*You have a right to access your personal data, to object to the processing of your personal data, to rectify, erase, restrict and port your personal data.*

*To request a copy of the personal data we hold for you please contact the University Data Protection Officer using the contact details above.*

*If the personal information we hold for you needs correcting or updating you can request this by contacting the Public Engagement Team at [pe@squ.ac.uk](mailto:pe@squ.ac.uk)*

*If you have queries about any of your other rights regarding our use of your personal data you should contact the University's Data Protection Officer.*

*The Data Protection Officer can be contacted by email at [dataprotection@squ.ac.uk](mailto:dataprotection@squ.ac.uk) or by telephone on 020 8725 0668*

### **How to make a complaint**

*If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.*

*If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below:*

*Helpline: 0303 123 1113*

*Website: <https://ico.org.uk/make-a-complaint/>*