# Privacy Notice

**How we use your data**

**This Privacy Notice outlines how the University of Kent collects, uses and manages the personal information of individuals in accordance with data protection law.**

The University of Kent is registered as a ‘Data Controller’ under registration number Z6847902. [View the full entry on the register](https://ico.org.uk/ESDWebPages/Entry/Z6847902)

**How we collect your personal information**

Your personal data is obtained:

* directly from you, through online registration form and / or the contact form

**We do not use cookies to collect any tracking data on the CAVEAT Website**

**Categories of information we collect:**

Personal data we collect about you in connection with the CAVEAT website and any future evaluation of how the website is being used is detailed below:

* Your name,
* Your email address
* The name of your organisation

**We will not collect any special category data through the CAVEAT website.**

**We will not collect any criminal offence data through the CAVEAT website.**

**How we use your personal information**

We will use your information in the following ways:

* To understand the type of organisations who have registered.
* To contact you (if you allow us to by opting in) to understand how you have used CAVEAT.

If we do not receive this personal data, you will not be able to register to use CAVEAT.

**Our lawful basis for processing your data:**

We rely on the following lawful basis as allowed by the UK GDPR for processing your personal data as this is necessary for:

* the performance of a task carried out in the public interest or in the exercise of official authority -[Article 6(1)(e)](https://www.legislation.gov.uk/eur/2016/679/article/6)

**Who your information will be shared with**

We use third party organisations (known as data processors) who carry out services on the University’s behalf under contract. We will ensure that only the minimum amount of relevant personal data necessary for the purpose is transferred. We will ensure that contractual agreements exist to ensure compliance with data protection regulations and that data is used solely under our instruction. In these circumstances personal data shall be deleted after the contract has terminated.

The CAVEAT website is hosted by Easy Space and managed by staff at the university of Kent. Staff at the university of Kent may use logistic data from the website, to understand how the site is being used.

Sometimes it is necessary for your personal information to be shared:

* with competent authorities (such as the police, NCA) or action fraud for law enforcement purposes (for on substantial public interest reasons – Article 9(2)(g) – for preventing or detecting unlawful acts, safeguarding or fraud purposes.
* with our professional advisors where it is necessary for the establishment, exercise or defence of legal claims – Article 9(2)(f).

Occasionally the University may, if appropriate, legitimate and necessary, rely on relevant exemptions to UK GDPR provisions as are allowed under the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/schedule/2) (in relation to crime and taxation, management forecasts, negotiations, confidential references and exam scripts and exam marks).

**Transfer of your information outside of the UK**

When it is necessary for us to transfer your personal information across national boundaries to a third-party data processor, such as one of our service providers, we will ensure this safeguards your personal information by requiring such transfers are made in compliance with all relevant data protection laws.

Your data will not be transferred outside of the UK.

**How long your personal data will be kept:**

We will hold this data for no longer than 5 years.

**Security**

We will ensure that security measures are in place to prevent the accidental loss, unauthorised use or access to your data. Access is given to staff on a ‘need to know’ basis. Our staff are required to keep your data safe and complete data protection training.

We have procedures in place to deal with any data security incidents and will notify you and the ICO in the event of a data breach where we are required to do so.

**Your rights**

Please be aware of the following rights which can be accessed free of charge by contacting dataprotection@kent.ac.uk:

* know how we are using your personal information and why (right to information)
* access the personal data held by us (subject access request)
* ask for correction of any mistakes (rectification)
* to object to direct marketing
* to complain to the ICO

In some circumstances you also have the right to:

* object to how we are using your information.
* ask us to delete information about you (the right to be forgotten).
* have your information transferred electronically.
* object to automated decisions which significantly affect you.
* restrict us from using your information.

For further guidance regarding your rights please see the [ICO website](https://ico.org.uk/).

**Your rights- if you have given consent or explicit consent for a specific use of your personal data**

You can withdraw your consent to us using your email to contact you at any time to us.

You can do this by contacting us by email through the CAVEAT website or using the email address **caveat@kent.ac.uk** or through the data protection team at the university of Kent at dataprotection@kent.ac.uk

This does not affect the lawfulness of the processing based on consent before its withdrawal.

**Your right to complain to the Information Commissioner**

You have the right to lodge a complaint with the [Information Commissioner's Office](https://ico.org.uk/make-a-complaint/).

Their helpline telephone number is: 0303 123 1113.

**Contacts**

If you have any questions or concerns about the way the University has used your data, or wish to exercise any of your rights, please consult our [website](https://www.kent.ac.uk/infocompliance/index.html).

The University’s Data Protection Officer can be contacted at: dataprotection@kent.ac.uk

# **Document review date**

This privacy notice will be reviewed at least annually.

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| **Version** | **Author** | **Description of Change** | **Date** | **Next Review date** |
| **0.1** | J.Monkhouse  |  | 30.8.23 | 01.06.24 |