

Privacy Notice: University of Brighton c-change campaign

As part its internal sustainability behaviour change campaign, c-change, the University of Brighton collects and processes personal data relating to students and staff, to enable us to contact you about relevant events, activities and opportunities. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data Controller

The Data Controller is University of Brighton, Mithras House, Lewes Road. If you would like information about how the University uses your personal data please contact dataprotection@brighton.ac.uk, 01273 642010

Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer: Rachel Page, Head of Data Compliance and Records Management, 01273 642010, dataprotection@brighton.ac.uk

What data do we collect?

The c-change campaign will collect information from you to enable us to contact you about relevant events, activities and opportunities. This includes:

- name and email address
- course and campus of study
- your specified areas of sustainability/ environmental interest

The c-change campaign collects this information with your consent through event sign up forms and the online volunteer sign up form on the c-change webpages.

Why do we collect your data?

We collect your contact details so we can contact you about relevant events, activities and opportunities associated with the c-change campaign. We use the information regarding your campus and interests to tailor and send relevant information to you.

How your data is held and who has access

Your personal data is held securely, internally by the University and within our email system and is accessed by staff within the Environment Team who manage c-change engagement and communications. The University will not share your data with third parties.

How does the University protect data?

The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Where is your data held?

Your data is held on the University network. All data relating to the University's c-change campaign is held within the EEA and will not be transferred outside of the EEA.

How long we will keep your data?

We will retain your data for a period of two years following your last engagement with the c-change campaign.

Legal basis for holding your data

When you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services

we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Data subject's rights (access, rectification, erasure, restriction of processing, objection to processing, right to data portability)

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request, see:<https://www.brighton.ac.uk/foi/requesting-information/index.aspx>
- require the University to change incorrect or incomplete data;
- require the University to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing;
- ask the University to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing data.
- withdraw your consent at any time, where we have requested and obtained your consent, and where our lawful basis is consent or performance of a contract we will allow portability of your data.

If you would like to exercise any of these rights, please contact the University's Data Protection Officer, Rachel Page, Head of Data Compliance and Records Management, 01273 642010, dataprotection@brighton.ac.uk

The existence of automated decision making, including profiling, information about the logic involved, including the significance and the envisaged consequences of such processing for the data subject

We will not use your personal data for automated decision making / or profiling about you as an individual.

The right to complain to the ICO

If you are unsatisfied with the way the University has processed your personal data, or have any questions or concerns about your data please contact dataprotection@brighton.ac.uk, if we are not able to resolve the issue to your satisfaction, you have the right to apply to the Information Commissioner's Office (ICO). They can be contacted at <https://ico.org.uk/>