

# STUDENT USE OF 'GETTING READY FOR LINCOLN'

## Your personal information

The University of Lincoln collects personal information about you when accessing and using the Getting Ready for Lincoln site. We use this information to support student learning by giving you access to your modules of study and by monitoring your progress, participation or completion of writing tasks and quizzes. This notice explains more about how we use your personal information.

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## What information we collect about you

We collect information about you when you log into Getting Ready for Lincoln and use the site to access the online course, and when you complete a quiz or submit a piece of writing. To facilitate this Getting Ready for Lincoln keeps a record of your full name, student ID, the email address you used to sign up, and progress through the course. If you have chosen to upload a profile photo to Getting Ready for Lincoln, this will be stored and displayed on the My Profile page.

## How we use your information

We collect information about you to support you whilst completing the online course. Your student ID number and your full name will be used to identify you as a student. These details will also appear on the My Profile page within Getting Ready for Lincoln alongside your profile photo if you have chosen to upload one. Information on your progress through the course will be made available on the My Profile page.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here:  
<http://www.lincoln.ac.uk/home/termsconditions>.

## Information we may share with other organisations

There are times when we may need to share information with other organisations that deliver some of the Getting Ready for Lincoln course designed to support your learning.

CampusPress      CampusPress have been contracted to support in the construction of the Getting Ready for Lincoln site. They may be required to make adjustments to the site in order to improve functionality. The University has a Data Protection Agreement with CampusPress to define and control how they handle data shared with them.

CampusPress may process personal information on our behalf. They act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

## Information processed abroad

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

## How long we keep your information

Your contact details and a record of your progress will be kept indefinitely so that we can provide you with replacement certificates or verify your results as required.

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected (unless otherwise advised) and in accordance with the University's records retention schedule. The University's records retention schedule is currently being created in line with the Jisc Records Retention Schedules (the University reserves the right to change its retention schedule at any point).

Data will be kept securely and destroyed when no longer required. The University may also decide to archive some data. For more information regarding the retention of your personal data please contact the Information Compliance team at [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk).

The Jisc Retention Schedule can be found at:

[http://bcs.jiscinfonet.ac.uk/he/default\\_activity.asp?Top\\_Level\\_ID=1&Function\\_L1\\_ID=1#skipnav](http://bcs.jiscinfonet.ac.uk/he/default_activity.asp?Top_Level_ID=1&Function_L1_ID=1#skipnav)

## Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

**Access**      You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
- To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

## How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Information Compliance Officers and explain your objection. They can be contacted on the details above.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Information Compliance team who will consider your request in accordance with data protection laws.

## How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

The Getting Ready for Lincoln site and course is maintained by the Digital Education team, and can be contacted by emailing: [digitaleducation@lincoln.ac.uk](mailto:digitaleducation@lincoln.ac.uk)

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at

Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

## How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.