

Privacy Notice for Ulster University's Corporate Events Office

This Privacy Notice is intended for Ulster University's stakeholders, including friends and supporters who are invited to, and attend, University events. It describes how we collect, store, use and retain your personal data. It also describes how you can change the data that we hold and the ways in which your data is used.

Ulster University is an Educational Charity regulated by the Charity Commission for Northern Ireland. Ulster University is registered with the Fundraising Regulator.

The Data Controller is Ulster University and the Data Protection Officer for the University is the University Secretary. With the Data Controller's permission, the Corporate Events Office of the University stores all stakeholders, friends and supporters contact information on its database.

Why we need your data

We collect data in order to:

- Invite you to a range of University wide events
- Tell you about University news related to events
- To maintain your up to date and accurate contact details so that we can keep in touch by letter, email or phone.

How we collect your data

The data that we hold about you is collected directly during interactions with you, in many cases over several years.

These interactions are:

- From responses to invitations and attendance at University events
- From information that you provide within emails to us.

We may also draw on data from sources outside the University to ensure that your data remains up to date and accurate, such as:

- Publicly accessible social media including Twitter, LinkedIn and Facebook;
- Other online information in the public domain
- Publications and printed news; and
- Publicly accessible sources of business contact detail.

What data we collect

The personal data we collect may include the following:

- Your name
- Job title and Organisation name

- Home/business address
- email address(es) and phone number(s)
- Responses to invitations and attendance at events.

How can you control the way in which we use your data?

You can contact us by any of the following means to let us know how and why you want to hear from us, or if you no longer want to hear from us at all:

- By phone: Corporate Events Office, (0044 (0)28 9536 5169)
- By email: events@ulster.ac.uk
- By post:
Corporate Events Office
Ulster University
Room BA-05-039
York Street
Belfast BT15 1ED

Where your data is processed and stored

The Corporate Events Office stores data in an industry-standard propriety database called the Raiser's Edge NXT. The Raiser's Edge NXT is cloud based. Access to your data is strictly limited to those members of staff who have a requirement to maintain a relationship with you on behalf of the University and is controlled through password protection and user security profiles. All University employees are trained in the requirements of the Data Protection Act and the General Data Protection Regulation 2018 and have a contractual responsibility to maintain confidentiality. All mobile devices (laptops and smart phones) which provide access to the Raiser's Edge NXT database have disk encryption which means that they have an added level of security.

How long we keep your data

Ulster University hopes that you will be willing to have a lifelong relationship with us. We will maintain a record for you on our database until such time as you tell us that you no longer wish us to maintain contact with you. In this instance, we will remove the majority of your personal data from our records but will maintain a skeleton record that will ensure that we do not inadvertently create a new record for some reason in the future.

Our legal basis for processing your data

Under the General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent: You are able to remove your consent at any time. You can do this by contacting events@ulster.ac.uk
- Legitimate interests: We process personal data in order to provide you with news in relation to University events which we feel may be of interest to you.

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with our Data Protection Officer.

Who will we share your data with?

Your personal data is only shared with third party organisations in a very limited number of cases. For instance, organisations who are carrying out a contract on behalf of the University or an organisation we are jointly hosting an event with.

We will only share information about you that is relevant and no more than is required for the purpose. Our partners are subject to rigorous contractual agreements which ensure that your information is always cared for and protected and will not be passed on to any other individual or organisation.

We will share your data with an organisation in the following circumstances:

- To issue invitations to a range of University wide events
- Tell you about University news related to events
- To maintain your up to date and accurate contact details so that we can keep in touch by letter, email or phone.

We have robust protections such as encryption in place whenever your information is shared internally.

The data that we hold about you will not be sold to a third party under any circumstances.

Contact us or make a complaint

Contact the Data Protection Officer if you:

- have a question about anything in this privacy notice
- think that your personal data has been misused or mishandled

The data protection officer can be contacted at gpdr@ulster.ac.uk

[Get more information on our UK GDPR policies.](#)

The Data Protection Officer provides independent advice and monitoring of our use of personal information.

You can also make a complaint to the Information Commissioner, who is an independent regulator.

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 0303 123 1114

Email: ni@ico.org.uk

Ulster University's registration number is Z6533200.

Changes to this privacy notice

We may change this privacy notice.

In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy notice will apply to you and your data immediately.

If these changes affect how your personal data is processed, Ulster University will take reasonable steps to let you know.

Last update on 14 September 2021.