

ULSTER UNIVERSITY
Community Relations
Off campus complainant's privacy notice

Data Controller: Ulster University

Data Protection Officer: Mr Eamon Mullan, University Secretary, Room J312, Coleraine BT52 1SA, email: e.mullan@ulster.ac.uk

This Privacy Notice explains how Ulster University (Ulster) collects, uses and shares complainant's personal data and explains complainant's rights in relation to the data that the University processes in relation to the investigation of off campus complaints.

Ulster is registered as a 'data controller' with the UK Information Commissioner's Office (ICO). The ICO is the independent supervisory authority set up to promote and oversee compliance with GDPR legislation. A copy of the University's ICO registration is available at: www.ico.org.uk

1. Purpose of processing personal data

The University processes data about you for administrative purposes relating to off campus complaints and student disciplinary issues.

Personal data provided by complainants will be used for the purpose of:

- Matters directly relating to the complainant's complaint.
- To inform complainant of the University investigation process and procedures.
- Correspondence for investigation and outcome of disciplinary matters.

2. Lawful basis for processing data

The University will apply the following conditions for processing as appropriate:

Legitimate interests – the processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

3. How we collect your data

Personal data is collected when a complainant submits a complaint to Ulster University for investigation. Personal data collected includes – Names, address, email address, and telephone number(s).

We may collect other information for example: The complainant informs the University of an existing disability - This is known as sensitive personal data - This information may impact on how the University corresponds with a complainant.

4. How long does the University hold your data?

The University's Retention and Disposal Schedules includes guidance on retention and disposal periods. A copy of the Schedule is available at: https://www.ulster.ac.uk/_data/assets/pdf_file/0009/286461/Records-Retention-and-Disposal-Schedule-2018.pdf

5. Who do we share your data with

Personal data given by the complainant will only be shared where necessary with agencies who are authorised to receive information relating to law enforcement.

6. International data transfers

Your Personal data will not be shared outside of Europe – European Economic Area (EEA)

7. Your rights as a Data Subject

As a University data subject you have the right to:

- access and obtain a copy of your data on request;
- require Ulster to change incorrect or incomplete data;
- require Ulster 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 Ulster is relying on its legitimate interests as the legal ground for processing; and
- ask Ulster to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Ulster's legitimate grounds for processing data.

If you would like to exercise any of these rights or if you have any queries about this Privacy Notice please contact the University's Data Protection Co-ordinator, Mr Eamon Mullan, c/o Ulster University, Room J313, Coleraine, BT52 1SA, on tel no. 028 7012 4533 and by email at: gdpr@ulster.ac.uk.

If you are not satisfied with how Ulster is processing your personal data, you can make a complaint to the ICO. Further information about your rights under the GDPR legislation are available on the ICO's website at: www.ico.org.uk