

ULSTER UNIVERSITY
Community Relations
Off campus complainant's privacy notice

Data Controller: Ulster University

Data Protection Officer: Ms Clare Jamison, University Secretary, Room J312, Coleraine BT52 1SA, email: c.jamison@ulster.ac.uk

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

The University actively seeks to preserve the privacy rights of those individuals that share information with the University. The personal data which you provide to the University will be processed in accordance with UK data protection legislation, specifically UK GDPR and the DPA.

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 Data Protection legislation.

The University's registration reference number with the ICO is Z6533200.

1. Purpose of processing personal data

The University processes personal 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 use your personal data when the law permits such processing. Most commonly, the University will use your personal data in the following circumstances:

Article 6.1 (e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

On occasion we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

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.
- Telephone number(s).

It is important that the personal data the University holds about you is accurate and current. You have a responsibility to check the accuracy of the personal data and to inform the University immediately of any errors.

Change of Purpose

The University will only use your personal data for the purposes for which it collected it, unless the University reasonably considers that it needs to use the personal data for another reason and that reason is compatible with the original purpose. If the University need to use your personal data for an unrelated purpose it shall notify you and explain the legal basis for which allows the University to do so.

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: [Records Retention and Disposal Schedule \(ulster.ac.uk\)](https://www.ulster.ac.uk/records-retention-and-disposal-schedule)

5. Who do we share your data with

The University will share your personal data with third parties where necessary for the purposes of the processing and where there is a legal basis to do so. Where information is shared with such third parties, the University will seek to share the minimum amount necessary.

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 the United Kingdom or 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 personal data on request;
- require the University to change incorrect or incomplete personal data;

- require the University to delete or remove your personal data, for example where the data is no longer necessary for the purposes of processing. Note, however that the University may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request;
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing;
- where the University are relying upon consent to process your personal data, you may withdraw your consent at any time; and ask the University to stop processing personal data for a period if the personal data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing the personal 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 & Information Compliance Unit, c/o Ulster University, Room J306, Coleraine, BT52 1SA, on tel no. 028 7012 4114 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. You can contact the ICO via [Contact us | ICO](#).

Further information about your rights under Data Protection legislation are available on the ICO's website at: www.ico.org.uk