

# NCCPE Privacy Notice

This privacy notice was last updated on 4<sup>th</sup> October 2018.

## Introduction

This notice applies to all **online surveys, signup forms, events and projects** coordinated by us, the National Co-ordinating Centre for Public Engagement (NCCPE). We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. The NCCPE is hosted jointly by the University of the West of England (UWE Bristol) and University of Bristol, who are the joint data controllers.

## Your personal information

Your personal information will be collected and processed for the following purposes:

- Processing your application for NCCPE events and programmes
- Email updates from the NCCPE about public engagement news and events
- Direct mail from the NCCPE, such as letters or greetings cards
- Event photographs for the NCCPE image bank, used on our website, social media and in printed publications

## Using your personal information

The legal basis for the processing of your information is consent, which you can provide via the online form provided.

Your information will be retained for up to 10 years, except in the case of photographs which will be held in the NCCPE image bank indefinitely. You may contact [NCCPE Enquiries](#) at any time to request that your information, including any photographs of you, is deleted.

## Sharing your personal information

We sometimes work with freelance consultants, associates and partner organisations to manage our projects and events. Personal information may be transferred to them in order to assist in their work with us. In these cases, a data processing agreement will be in place.

We use MailChimp to send email newsletters. The information you provide will be transferred to MailChimp for processing in accordance with their [Privacy Policy](#) and [Terms](#). MailChimp are certified by the EU-US Privacy Shield Framework and we have a data processing agreement in place with them.

We use Microsoft Office 365 applications for emails, file storage and contact relationship management. Any personal information processed by these applications will be done so in accordance with Jisc's [Cloud Services for Education Agreement](#) with Microsoft.

The NCCPE website is managed by [Nudge Digital](#), with whom we have a data processing agreement in place. Some personal information may be processed through our website, for example through web form submissions.

## Your rights and choices

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To find out more or to exercise any of these rights please contact our Data Protection Officer (contact details below).

## How to contact us

- For questions about NCCPE online forms, please contact [NCCPE Enquiries](#).
- For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or [dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk).
- For complaints, please contact [Complaints](#).