

General Data Protection Regulations (GDPR) Research Collaborator / Project Beneficiary Privacy Notice

Why are we providing this notice for you?

As an organisation working with the college (using our services or supplying research information) we may hold certain information about you (your 'Personal Data'). This notice will inform you about the data we hold about you and how we use it. It has been prepared in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018.

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

Your rights in relation to your personal data

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

What personal data do we hold?

We store and use your information for the purposes of managing our research collaborations, whether you are suppliers in respect of the supply of research information that our College Projects may need, or organisations that benefit from our research.

In order to engage and manage our collaborators/project beneficiaries, where you are a collaborator/project beneficiary we collect and store your contact information.

The following points give you an indication of the personally identifiable data we could ask for and hold about you:

- Contact details: including name, address, telephone, email

Depending on the basis of your collaboration, you may also be asked to provide details that allow research to be completed. This may include:

- Business details: relating to the objectives of the research project you are collaborating on / benefiting from.

In addition to organisation data and, where appropriate representative/s data, where you visit a College site we will collect and process the information set out in our Visitor Privacy Notice.

What is the legal basis on which we collect and use your personal data?

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- We have a legitimate interest in engaging and managing our research collaborators/ project beneficiaries; and
- To be able to do so, we need to hold details of who those collaborators/project beneficiaries are
- Organisations using our services are providing their consent; but
- Where required this will be through legal obligation e.g. funding eligibility

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

How do we share your personal data?

Depending on partners involved in the specific research/project you are a part of, we may be required to share the information you provide with them. These partners could include the following:

- Appropriate government agency e.g. DEFRA, DoE
- Cornwall Council
- Ministry of Housing, Communities and Local Government (MHCLG)
- National Lotteries Community Fund
- Other training agencies
- Other national or local agencies associated with the research / project

The list of partners will be outlined to you as part of the signing up process for the research / project.

We do not store or transfer your personal data outside Europe and we do not pass your personal information to organisations for marketing or sales purposes.

How long do we keep your personal data?

This is variable dependent on the duration of the research / project and any government funding attracted that requires us to maintain auditable records.

Automated decisions we take about you

We do not make automated decisions using this information.

Who can you contact?

If you have any questions regarding your information or anything contained within this Privacy Notice please email: dataprotection@cornwall.ac.uk or write to:

Data Protection Officer, Cornwall College, John Keay House, Tregonissey Road, St Austell, Cornwall. PL25 4DJ

Updates to this Privacy Notice

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate. The Cornwall College Website will always display the most up to date version: <https://www.cornwall.ac.uk/college-governance/>