

Generic Privacy Notice

Wrexham Glyndwr University has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. There are a number of ways to do this, one of which is the publication of privacy notices.

To ensure that we process personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with
- How long we will retain your information for

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. The University will make the Privacy Notice available via the Information Governance web page: <https://glyndwr.ac.uk/information-governance/policies-and-statements/> and at the point we request personal data.

There are a number of Privacy Notices to cater for a variety of groups that are part of or interact with the University. You have been identified as an individual who has shared personal data with the University.

We may also collect and store bank or credit/debit card details, however, please note that the University is fully PCI-DSS compliant.

Data Controller

The Data Controller is Wrexham Glyndwr University. If you would like more information about how the University uses your personal data, please see the University's Information Governance webpages or contact the Data Protection Officer:

Data Protection Officer
Tel: + 44 1978 293995
Email: dpo@glyndwr.ac.uk

Data Protection Officer

The Data Protection Office is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer as above.

Information Governance Webpages

The University's Information Governance webpages will provide you with additional information about Data Protection, Freedom of Information, our policies relevant to data protection, how you can report a breach and what training we have provided to our teams.

Personal Information:

You don't have to create an account or provide us with any personal information to access University websites. However, we may ask for some personal details if you wish to access some of our services, for example:

- To register for open days/evening, campus tours
- To seek advice and support on the higher educational services we offer
- To order a publication such as a printed prospectus;
- To subscribe to marketing communications such as online newsletters (Campus Talk).
- To join the University's Sports Centre
- To request formal engagement as one of the University's growing visiting academics
- To engage in the University's Public Lecture programme as a speaker or attendee
- To participate in the University's conference and events programme or Graduation

Some of the personal data we store and process may include:

- Biographical information consisting of your name, title, birth date, age and gender;
- Your contact details including address, email address and phone number;
- Information about your time at the University;
- Your professional activities;
- Current interests and preferences;
- Records of communications sent to you by the University or received from you;
- Attendance at University events
- Your attendance at University Graduation ceremonies and if applicable your name, contact details and academic dress details for gown ordering purposes.
- Your attendance at University Graduation ceremonies via an online live stream of the ceremonies.
- As an Honorary Fellow of the University your biography and photograph will be included in the Graduation Programme.
- Invitations from the Vice-Chancellor's Office to engage in activities as a stakeholder of the University.

VISITING CAMPUS – TRACK AND TRACE

In order to best respond to our legal responsibilities under Public Health, it is necessary for the University to collect personal details about you as a visitor to our campus. You are providing this information for a specific reason and we will be processing this information in order to protect your vital interests (Article 6(1)(d)) and for the performance of a public task as it allows the University to comply with our legal responsibilities around public health (Article 6(1)(e)). Furthermore, Recital 46 adds that "some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread". The collection of this information is necessary to ensure your safety and wellbeing at visiting the campus, in accordance with Welsh Government guidance, to manage and enable us to effectively keep you safe.

Where required, this information may be shared with public health organisations to manage risks to public health (e.g. Track and Trace in times of pandemic). If informing data subject notified University developed health symptoms (e.g. Covid-19), this along with contact information will be shared under Article 9 (2)(c) necessary to protect the vital interests of data

subject or another natural person (whom they may have come into contact with on University premises).

The information on the form will be retained for no longer than three weeks and will be kept secure and destroyed using our confidential waste process. Should you have any queries regarding this, please contact dpo@glyndwr.ac.uk

The vast majority of the personal information we hold about you will be obtained via our websites' forms or on request when contacted by email. Any personal information will be held purely for the reasons for which the personal information was given. It may be necessary to share your personal information internally with departments, other than the department the personal information was initially given to, for the purpose of ensuring that the needs for which the information was provided are met.

We will ensure that all personal data you supply is held in accordance with the Data Protection Act 2018. We do not sell or otherwise transfer personal data to any third parties unless you have consented to this or this is permitted by law.

Reviewed August 2020	Author: Leonna Messiter	Additions: Relate to obtaining contact details when visiting campus for Track and Trace and Protect purposes.
April 2022	Leonna Messiter	None.