

Privacy Notice

This document explains the ways in which we intend to process your personal data.

Who we are:	University of Warwick, a royal charter company with registered number RC000678, with offices at University House, Kirby Corner Road, Coventry CV4 8UW
Our Data Protection Officer:	Director of Legal and Compliance Services DPO@warwick.ac.uk
Our contact for this work:	skillscentre@warwick.ac.uk
The source from which your personal data originates:	We will collect your personal data from you directly.
The categories of your personal data that we will process:	<ul style="list-style-type: none"> • Name • Email • Contact telephone number • Company • Job title • Sector of employment • Dietary requirements • Access requirements
The special categories of your personal data that we will process:	None
Our lawful basis for processing your personal data:	<ul style="list-style-type: none"> • Your consent – in relation to marketing • Public task – in relation to the provision of education
Our purposes for processing your personal data:	<p>We will use your personal data to provide targeted information on WMG events and activities to you, and to maintain a complete record of our customer relations.</p> <p>We will use your personal data for the purposes of course administration and the delivery of education. For further details, please see our student privacy notice.</p>
Who we will share your personal data with:	None
Will we transfer your personal data outside of the United Kingdom:	No

Will we use automated means (e.g. profiling) to make decisions about you:	We will use automated means to determine which marketing messages to send to you on the basis of the personal data that you provide (e.g. you may be added to our 'automotive' mailing list automatically if you tell us that you work in the automotive industry).
Are you obliged to provide this personal data:	No. You are not obliged to provide this personal data; however, if you do not provide the personal data, it will limit our ability to inform you of relevant news and events at WMG.
How long will we keep your personal data:	We keep all personal data in accordance with our Information and Records Management Policy and the University Records Retention Schedule .
Your rights:	<p>You have the right to request access to and rectification or erasure of personal data, or restriction of processing concerning you, or to object to processing, as well as the right to data portability. If our lawful basis for processing your personal data is your consent – you have the right to withdraw it at any time. To exercise these rights, please contact us by email at infocompliance@warwick.ac.uk.</p> <p>You have the right to complain to the Information Commissioner's Office, which can be contacted at www.ico.org.uk. If we fail to comply with your rights, you have the right to seek a judicial remedy.</p>

We have endeavoured to provide this information to you in concise, transparent, intelligible and easily accessible form using clear and plain language. Please do not hesitate to contact us if you have any questions or if you require this information in an alternative format.

For further information on how we process personal data, please visit our website: www.warwick.ac.uk/privacy.