

### **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 <a href="mailto:infocompliance@warwick.ac.uk">infocompliance@warwick.ac.uk</a>
Our contact for this work:	Warwick Business School <a href="mailto:enquiries@wbs.ac.uk">enquiries@wbs.ac.uk</a>
The source from which your personal data originates:	We collect personal data from you directly when you sign-up for an event, download a brochure or magazine, schedule a consultation, make an application, or when we meet you at an event.  We also obtain personal data from lead generation agencies which obtain personal data from publicly available sources.
The categories of your personal data that we will process:	The personal data that we collect includes your name, email address, telephone number, gender, date of birth, details of your professional and academic qualifications, and details of any organisation which has referred you to us.
The special categories of your personal data that we will process:	We will collect personal data relating to your nationality, ethnicity and disabilities to the extent that you provide this information to us.
Our lawful basis for processing your personal data:	<b>Where we have obtained your consent, we process your personal data on the basis of your consent.</b>  <b>We conduct our other activities on the basis that the processing is necessary for the purposes of our legitimate interests namely our student recruitment activities.</b>
Our purposes for processing your personal data:	We process your personal data for the purposes of providing you with brochures and magazines, administration of your applications, the management of consultations and events (including recorded webinars and taster lectures), and providing you with marketing communications.
Who we will share your personal data with:	We have engaged contractors to process your personal data on our behalf.  Our processors include Full Fabric which provides our application portal, Dotdigital and Azures.

	<p>If you have informed us that you were referred to us by another organisation, we may share your personal data with them.</p> <p>We host online events using the vTogether platform.</p> <p>Footage of events will be uploaded to YouTube and will be publicly accessible. Your personal data may be shared to the extent that you are mentioned by name during an event, etc..</p>
Will we transfer your personal data outside of the United Kingdom:	<p>Our processors' servers may be located outside of the United Kingdom. Full Fabric's servers are located in the European Union. YouTube's servers are located outside of the United Kingdom.</p> <p>Where we transfer your personal data outside of the United Kingdom, we will make sure that adequate safeguards are in place to protect your personal data.</p>
Will we use automated means (e.g. profiling) to make decisions about you:	No
Are you obliged to provide this personal data:	<p>No.</p> <p>You will not be able to take part in the event, request a brochure or magazine, receive communications from us, or make an application (as applicable) if you do not provide your personal data.</p>
How long will we keep your personal data:	We keep all personal data in accordance with our <a href="#">Information and Records Management Policy and the University Records Retention Schedule</a> .
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 <a href="mailto:infocompliance@warwick.ac.uk">infocompliance@warwick.ac.uk</a>.</p> <p>You have the right to complain to the Information Commissioner's Office, which can be contacted at <a href="http://www.ico.org.uk">www.ico.org.uk</a>. 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](http://www.warwick.ac.uk/privacy). In particular, please see our [Enquiry and Applicant Privacy Notice \(warwick.ac.uk\)](#).