

**Who will own my data once I submit it?**

*University of Liverpool*

**Why do you need my information?**

*If you have made suggestions or highlighted specific issues in your survey today, your IT Business Partner would like to contact you to discuss these in more detail, or to keep you informed as to improvements/progress.*

**What allows you to use my information?**

*We are relying on individual's consent, and you have the right to withdraw your consent at any time.*

**Who will my information be shared with?**

*Your information will only be shared with IT Services at University of Liverpool.*

**Do I have to provide this information and what will happen if I don't?**

*It is optional to provide this information and you have the option to opt out at any time. You can opt out by emailing [ITBusinessPartnering@liverpool.ac.uk](mailto:ITBusinessPartnering@liverpool.ac.uk).*

**How long will you keep this data for and why?**

*We will only hold your information until the issues you've highlighted have been resolved/improved. We will not hold your information for any longer than 12 months.*

**How will my information be stored?**

*Your information will be stored within Microsoft Office.*

**Will this information be used to take automated decisions about me?**

*No.*

**Will my data be transferred abroad and why?**

*No.*

**What rights do I have when it comes to my data?**

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

### **Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: [www.ico.org.uk](http://www.ico.org.uk)