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

*University of Liverpool*

**Why do you need my information?**

*The information you provide to us will be used to keep you updated on the Trailfinder CF study. We will contact you via the e-mail provided with project updates and our newsletter.*

*The information we collect for this purpose will be:*

* Full Name
* Institution/Company
* E-mail address

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

*By signing up to our Newsletter, you are consenting to Trailfinder CF contacting you for the purpose of providing updates of our study through newsletters, events etc.*

*You of course, have the right to withdraw your consent at any time by contacting the Project Manager at* *trailfinder@liverpool.ac.uk**.*

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

*Your information will not be shared with anyone outside of the University of Liverpool. Only those members of the Trailfinder CF project can access your information to use for the purposes of which you have signed up.*

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

*The information provided will be kept for the duration of the project (5 years) or until such time you ask us to delete it.*

*Any personal information you provide will be held in accordance with the provisions of the Data Protection Act 1998 and The EU General Data Protection Regulation (GDPR). The data we be used only for the reason specified at the point of collection. We will not sell, licence or trade your personal details to any third party.*

**How will my information be stored?**

*Your information will be stored in an Excel file manged by the Trailfinder CF Project Manager. The document will be saved on the Trailfinder CF Microsoft SharePoint site within the University of Liverpool Managed Windows Service system. Only members of the Trailfinder CF project will have access to the document.*

DO NOT AMEND THE TEXT BELOW THIS POINT

**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](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/), please visit the Information Commissioner’s website.

To request a copy of your data or ask questions about how it is used, contact the University Data Protection Officer.

* Email: 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 Data Protection Team by writing to the University Data Protection Officer.

* By email: 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)