**Address**

University of Liverpool
Leahurst Campus Neston
South Wirral
CH64 7TE

[Download directions](https://www.liverpool.ac.uk/media/livacuk/savsnet/Map_and_Directions.pdf)

**Telephone**

0151 795 6080

**Email**

favsnet@liverpool.ac.uk

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

FAVSNET at the University of Liverpool.

**Why do you need my information?**

Where you have contacted FAVSNET with an enquiry, we need your contact details to be able to respond.  If you consented to show you would like to receive our newsletter, we will send this to you 3-4 times per year.

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

You have supplied your data through our ‘Contact Us’ form including your name, email address, your organisation and then your message to us. You may have also consented to receiving our quarterly newsletter, which can be withdrawn at any time by contacting us.

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

We will not sell, licence or trade your personal details to any third party.

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

You do not have to provide this information but we will be unable to respond to your enquiry without it.

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

Your contact details will be kept for as long as the enquiry is active so we can communicate with you. Where you have consented to receive our quarterly newsletter, we will keep your email address up until the point where consent is withdrawn, if ever.

**How will my information be stored?**

Any personal information you provide will be held in accordance with the provisions of the Data Protection Act 2018 and The EU General Data Protection Regulation (GDPR). The data we be used only for the reason specified at the point of collection.

**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](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:

Dan Howarth, 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 University’s Data Protection Team by writing to:-

* Dan Howarth, 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: [ico.org.uk](http://www.ico.org.uk)