

## Data Privacy Notice

In order to process your poster submission for the Maths EDI Poster Competition 2023, we collect some personal information, including the names and email addresses of the authors of the poster. This statement details the basis for collecting this information, and what we do with it.

The processing of your data is necessary for the purposes of the legitimate interests of the University of Liverpool. This privacy statement outlines what this means in practice and explains how the University of Liverpool collects, stores, manages and protects your data.

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

The University of Liverpool.

### Why do you need my information?

We need names and email addresses of the authors of the poster to be able to verify that you are students at the University of Liverpool and communicate with you about the Maths EDI Poster Competition 2023. We also need information about the poster, including its title, description and authors to display it on the university website if your poster is selected as one of the winners.

### What allows you to use my information?

By completing the poster submission form for the Maths EDI Poster Competition 2023, you consent to us using this information.

You also have the right to rectification of the data we hold about you, to do so please **contact us**.

You also have the right to erasure of the data we hold about you, to do so please **contact us**.

### Who will my information be shared with?

Your full data will be shared with the EDI Champions group at the Department of Mathematical Sciences of the University of Liverpool (see <https://www.liverpool.ac.uk/mathematical-sciences/equality-diversity-inclusion/edi-champions>) and a panel of staff members of the University that will select the winners of the competition.

### Do I have to provide this information and what will happen if I do not?

Yes. Without the information we will be unable to contact you about the poster nor process your participation in the competition.

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

With the exception of the information from the winning posters and other posters that have explicitly given us permission to upload them to the University website in the submission form, all individual responses will be deleted within one year of collection.

### **How will my information be stored?**

The information will be stored on the University of Liverpool's Managed Windows System and SharePoint.

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

The information provided will be used to select the winning posters and communicate with the people that have participated in the competition. This will be done by the EDI Champions group at the Department of Mathematical Sciences of the University of Liverpool. They will use the authors' information in conjunction with the other details of the poster.

### **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, UK

**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

Email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)

Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill,  
Liverpool L69 7ZX, UK

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

The Information Commissioner's Office

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, UK

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.org.uk](http://www.ico.org.uk)