

Privacy Notice for the Outreach & Public Engagement Network

Introduction

Abertay University's Outreach and Public Engagement Network (OPEN) office is committed to being transparent about how it handles personal information, to protecting the privacy and security of personal information and to meeting its data protection obligations under the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018.

The purpose of this Privacy Notice is to explain how and why we will collect, use and manage personal information both during and after a working relationship with the OPEN office. We are required under the GDPR to provide the information contained in this Privacy Notice.

Abertay University is the data controller for the personal information which we hold about you. Where appropriate, you may wish to contact the [Nuffield Foundation](#) and [Dundee City Council](#) about how they use your personal data, as they are also data controllers in their own right.

Abertay University has an appointed Data Protection Officer to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice, or about how we handle your personal information, please contact DataProtectionOfficer@abertay.ac.uk. **Data protection principles**

Under the GDPR, there are six data protection principles that the OPEN office must comply with. These state that the personal information we hold must be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for legitimate purposes that have been clearly explained and not further processed in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to these purposes.
- Accurate and, where necessary, kept up to date.
- Kept in a format which permits identification for no longer than is necessary for those purposes.
- Proceed in a way that ensures appropriate security of the data.

The OPEN office is responsible for, and must be able to demonstrate compliance, with these principles.

Whilst dealing with the OPEN office, you may share personal information to enable us to process your enquiry or participate in one of our outreach and public engagement opportunities. We recognise the importance of protecting all your personal data.

Why this Privacy Notice exists

We want everyone to feel confident and comfortable with how personal information will be looked after or used. This Privacy Notice sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

Privacy Notice scope

This Privacy Notice applies to all activities which uses personally identifiable information. These include (for teachers and participants):

- Managing and coordinating the Nuffield Research Placement Programme in Scotland
- Managing and coordinating the Dundee Primary Schools Science Week on behalf of Dundee City Council's Children's and Families Service
- Liaison with schools, locally and nationally, in Scotland
- Marketing to school/teacher contact databases

What we may collect

- Name and organisation
- Contact information including email address and contact number
- Demographic information such as postcode, preferences and interests
- Postcode of your organisation
- Some pupil information is provided to the University by the Nuffield Foundation, which also contains limited personal data about teachers arranging the Nuffield Research Placement Programme in Scotland
- You may tell us, if you choose to, about specific individual needs.

How we use your information

- To tell you about STEM opportunities, offers, competitions and services
- To confirm arrangements in respect of participation on a programme, (e.g. Nuffield Research Placements or Dundee Primary Schools Science Week)

We will normally collect and use personal information from you where the processing is in our legitimate interests and not overridden by your data-protection interests or fundamental rights and freedoms. Typically, our legitimate interests include providing our services which are opportunities for individuals to gain experience, learn, and develop; and for our marketing activities as described in this Privacy Notice. In furtherance of this we will contact teachers who we believe would wish to hear about and/or participate in our educational opportunities. Where we process your personal data for this aim, we do so with careful consideration of the impact on you and your rights under data protection law.

A small amount of personal information is processed on the basis of consent (individual photographs), and, for the Nuffield Research Placement Programme the University monitors participants' equality and diversity characteristics under the Equality Act 2010 and Public Sector Equality duties (in terms of Condition 8, Part 2, Schedule 1 to the Data Protection Act 2018). Where individuals have chosen to make any specific needs known, the University will use that information for the individuals' benefit by making adjustments required under the equality and diversity legislation above (in terms of Condition 16, Part 2, Schedule 1 to the Data Protection Act 2018).

The OPEN office do not rent or trade email lists with other organisations and businesses.

- The Nuffield Foundation operates the Nuffield Research Placement Programme (NRP) and the Abertay University OPEN office manages and coordinates the NRP in Scotland. Data that is held centrally by the Nuffield Foundation is covered by its Privacy Policy and can be

viewed at <http://www.nuffieldfoundation.org/privacy-policy>. Without this information, we would be unable to provide these services for the benefit of learners.

Storing your personal data

The University has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, the University limits access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Your personal data is stored securely and confidentially, mainly electronically on the University's systems, and occasionally on paper. Personal data may also be stored or used externally in certain circumstances as described in this Policy. The OPEN office will access and download personal information from NRP database in order to administer placements. Access to this information will only be available to

- The appointed Nuffield managers and coordinators (those directly involved in administering the scheme)

All databases are password protected.

Any personal information on any documents that have been downloaded and printed out will be stored in a locked desk.

Personal data is anonymised where possible and is retained only for as long as it is needed. No automated processing of personal data takes place.

Personal data is not shared or transferred outside the **UK/Europe**.

Your rights

- You can ask us to access the information we hold on you at any time
- You have the right to rectify the information we hold
- You can ask us to completely remove your details from all of our systems
- You're able to object to us using your information
- You can restrict how we use your information
- You have a right to data portability

Contact and complaints

The primary point of contact for all issues arising from this Privacy Notice, including requests to exercise data subject rights, is our Data Protection Officer. The Data Protection Officer can be contacted in the following way: DataProtectionOfficer@abertay.ac.uk

If you have a complaint or concern about how we use your personal data, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have a right to

lodge a complaint with your national data protection supervisory authority at any time. In the UK, the supervisory authority for data protection is the ICO (<https://ico.org.uk/>).