

LiGHTS Privacy Notice

LiGHTS is a University of Lincoln festival engaging people beyond the University in research.



UNIVERSITY OF
LINCOLN

What information we collect about you

LiGHTS Festival at the University of Lincoln collects personal information about you when you contact us via our online contact forms (only for the purposes of responding to your message), sign up to our mailing list, register your interest or attendance to the event. We use this information to contact you about relevant LiGHTS updates and improve future events and offer opportunities. This notice explains more about how we use your personal information.

How we use your information

- Information provided by registering interest or attendance for an event
Where provided, contact details will be retained on file to get in touch regarding updates or information for the events you have registered an interest in, although this may usually be a generic school email address, rather than personal contact details. We will not share this list with any other party, and will only contact you regarding relevant news, opportunities, events and activities. Anonymised attendance data (e.g. numbers from each school) will be used to improve future events and to report anonymously on outcomes / successes / learning from events.
- Information provided by submitting a contact form with a query
We collect your personal details in order to respond to your message however we will not add these to the 'registration of interest' mailing list unless you opt in.
- Mailing List
If you choose to opt in to our mailing list, your contact details will be retained on file to contact you regarding interest for relevant future events, activities and opportunities, although this may usually be a generic school email address, rather than personal contact details. We will only include your data on this list if you have opted in and agreed for us to do so. We will not share this list with any other party, and will only contact you regarding relevant news, opportunities, events and activities.

Where demographic data is collected during any research, this is for the purpose of understanding and enhancing the LiGHTS festival.

Personal data will only be accessed by the University of Lincoln, unless otherwise explicitly permitted by you. If data is shared further, it will be done so anonymously. You can keep your details up to date by contacting the PEARL team on below details.

Cookies: the University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy which can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

Where any attendance, success or registration data is shared, it will be anonymised / pseudonymised and remain unidentifiable to any individual.

The University uses a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

Where any attendance, success or registration data is shared, it will be anonymised / pseudonymised and remain unidentifiable to any individual.

How long we keep your information

Data, including attendance data from events, mailing list and survey data, will be retained on record unless or until you request otherwise, for the purposes of providing updates (as outlined in this privacy notice), continuing

to understand and enhance how the University and its staff and students engage with the public on research and developing or reporting anonymously on the Lights festival.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.
If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted on the details below.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact the LiGHTS festival team on the below details regarding any objection or desire to withdraw.

How to contact us or make a complaint

For the LiGHTS team please contact lights@lincoln.ac.uk.

If you have a query about your personal information access or rights, or would like to make a complaint, then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS. You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.