



## Privacy Notice – Booking of outdoor spaces on campus for filming and events

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| <b>Privacy Notice</b>   |
| <p>This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.</p> <p>It is important that you read this notice prior to providing your information.</p>   |
| <b>Who we are</b>   |
| <p>The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).</p> <p>If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at <a href="mailto:dataprotection@strath.ac.uk">dataprotection@strath.ac.uk</a></p>   |
| <b>Information we collect and use about you</b>   |
| <p>The data we will collect will include at least some of the following:</p> <ul style="list-style-type: none"><li>• Contact information, including name, phone number and email address</li><li>• Billing details, including name, phone number and billing address</li><li>• Details to allow processing of payment for your booking where required</li><li>• Details of your organisation or group</li><li>• Information regarding your event, including time and date, number of attendees and details of the event</li><li>• If you're filming, details regarding your production including name, type of production, budget, proposed location of filming/photography, a brief synopsis and the intended use of your film/audio/photographs.</li></ul>  |
| <b>Why we require this information and our lawful basis</b>   |
| <p>All of the data you submit will be collected solely for the purpose of processing and approving your request, and contacting you regarding your request where necessary.</p> <p>We rely on the following lawful bases for processing information:</p> <ul style="list-style-type: none"><li>• It is in our legitimate interests to provide requested information to an individual enquiring about booking of outdoor spaces for filming and events at Strathclyde; to collect details about your request in order to process and approve it, and to enforce the terms and conditions governing hire and use of University outdoor spaces</li><li>• It is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract. If you do not provide the information required, we cannot enter into the contract for booking of outdoor spaces.</li></ul> |
| <b>Who we share your data with</b>  |

Your personal data will be managed securely. Access will be restricted to only those staff who require it and on a 'need to know' basis. The University will employ any technical and organisational measures necessary to protect your data.

We do not routinely share your data with any third parties. Data will only be shared where: we are legally required to do so; it is in your/another person's 'vital interests'; it is otherwise lawful and appropriate to do so, e.g. requests from Police.

#### **How long your information is retained**

The University will retain your personal details for 1 year following the final date of your event or filming. After this time, your data will either be securely deleted or anonymised.

#### **Your rights**

Under data protection legislation, you have a number of rights\* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

**\*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk) if you wish to exercise/enquire about any of these rights. You can update your details at any time by contacting Estates Services Reception at [estates-reception@strath.ac.uk](mailto:estates-reception@strath.ac.uk).

#### **Complaints**

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk).

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).