

## Privacy Notice – Glasgow City Innovation District

<b>Privacy Notice</b>
<p>Glasgow City Innovation District (GCID) is a hub for entrepreneurship, innovation and collaboration based at the University of Strathclyde.</p> <p>This privacy notice explains your personal information will be used and your rights under data protection legislation. Please take time to read it 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>We use your personal data for the purpose of activities regarding the promotion and support of GCID and its associated collaborative partners.</p>
<b>Why we require this information and our lawful basis</b>
<p>We use your personal data for a variety of reasons including:</p> <ul style="list-style-type: none"><li>- responding to queries;</li><li>- to prepare, administer and manage event registrations and attendance;</li><li>- communicate with you about future events/news (depending on your marketing preference);</li><li>- to comply with legal obligations relations e.g. health and safety, equality requirements and/or licensing requirements.</li></ul> <p>We process your information on the basis that:</p> <ul style="list-style-type: none"><li>- It is necessary to fulfil a contact with you;</li><li>- It is in the legitimate interests of the University to process your information; or</li><li>- We have your consent to process the information (for electronic marketing).</li></ul> <p>At some events, we may want to take images (still photographs or moving images) for the purpose of publicising the work of GCID.</p> <p>If this is the case, we will make you aware of this in the registration form and website relating to the event. We will display notices at the event to inform you that filming or photography is taking place, and our staff will advise you what to do if you do not wish to be in the images. Where images are of groups of people and there is a minimal impact on privacy, we rely on legitimate interests to take and use images.</p> <p>Where you are the focus of an image and are clearly identifiable in the image, then we will ask for your consent to use the image.</p>
<b>Disclosing your information</b>

Where we organise an event in conjunction with another organisation, we will share details of your attendance with the other event organiser, for the purpose of managing your attendance at that event.

We may need to share some details of any specific requirements such as your access or catering needs with our suppliers and sub-contractors.

Where events which involve networking, we may want to share your contact details with other attendees. If we plan to do this, we will ask for your consent when you register for the event.

If we use any third-party tools to collect and process personal data, we will tell you about this when you register. E-mail communications will be sent through Dot Digital and event activity will be processed by Eventbrite or a similar system.

If we use any data processing services or tools which involve the transfer of personal data outside the EEA, we will only do this where necessary, and where there are adequate safeguards in place for personal data.

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

We retain your details for a period of 24 months from the date of the event.

If you have given us consent to send you marketing information, we will retain your details until you withdraw your consent. You can do this at any time by clicking 'unsubscribe' on any of the emails we send you, or by contacting [glasgowcityinnovation@strath.ac.uk](mailto:glasgowcityinnovation@strath.ac.uk).

#### **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.

#### **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/>).