

University of Strathclyde Ross Priory - Privacy Notice

This Privacy Notice was last reviewed on **8th May 2018**

Introduction

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information. Please note that updates may be made at any time and you will always find the most up to date version as <https://www.strath.ac.uk/rosspriory/membership>. The University will advise you of any significant changes you need to be aware of, in relation to this privacy notice.

Who will process my personal information?

The University of Strathclyde is a data controller under data protection legislation. This means that the University is responsible for how it uses and processes your personal data.

Any enquiries regarding data protection should be made to the University's Data Protection Officer at dataprotection@strath.ac.uk

The information being collected and used

We collect identifiable information about you in order to create and maintain adequate records in relation to the various interactions you may have with Ross Priory. Whenever you provide personal data there should be a privacy notice, like this one, which tells you what the information will be used for.

Where it is necessary to process special category data, which may include health or disability information, we will seek your consent via the application form or otherwise meet an additional lawful basis for processing it.

Why we process your information

The personal information provided will be used to enter into a contract, or fulfil the contract you have with us, and to manage all aspects of your Ross Priory membership or customers contract, including:

- Responding to enquiries
- Managing all aspects of club membership and facilities.
- Financial reasons, i.e. processing fee payments, or other payments made to/by the University, purchases made through the Online Shop etc.
- Sending you information relating to special events, deals etc.
- Managing events, including weddings. Information relating to guests including food allergies, medical conditions etc. may be retained.

Who we will share your personal data with

We may share your personal data in limited circumstances where it is lawful and legitimate for us to do. The only circumstances in which we may share your personal data are if:

- The University has engaged a third party to act on its behalf.
- We are legally required to do so.
- It is an emergency situation, e.g. regarding a member's health/wellbeing
- It is otherwise lawful and legitimate for us to do so, e.g. in relation to requests from the Police.

Marketing

Ross Priory may wish to send information regarding related services, special offers etc. available to you as a member/customer or if you have indicated that you consent to receiving such correspondence. You have the opportunity to unsubscribe at any time. An unsubscribe option will be available in every electronic communication. Alternatively you can write to rosspriory.club@strath.ac.uk

How long will we retain your information

The University will retain your personal data as long as necessary for the purposes described above. We will retain membership details for 2 years after you cease to be a member. Some event information will be retained for 5 or 6 years in order to satisfy statutory/legal obligations.

Your Rights

You have the right to:

- Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- Ask us to correct inaccurate or incomplete data.
- Withdraw consent to process your personal data at any time, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data;
- Complain to the [UK Information Commissioner's Office](#).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- Erase your information or tell us to stop using it to make decisions about you.

Please contact rosspriory.club@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Is my data secure?

Your personal data will be managed securely and held on University servers. Access will be restricted to only those staff or authorised agents who require it and on a 'need to know' basis. The University will employ any technical and organisational measures necessary to ensure the security of your data. You can find more information about our [Information Security policies](#) on our website.