**University of Manchester: Privacy Notice – [title related to specific area of processing/data subject group]**

1. **Introduction**

[Content – who does this apply to and what is it for]

1. **What is personal data (also known as personal information)?**

Personal information means any information which relates to or identifies you as an individual and includes opinions about you or information which may not explicitly identify you (e.g. where your name has been removed) but which nevertheless does identify you if it is combined with other information that is readily available. [Fixed text but can be added to]

1. **How does this notice relate to other information about data protection?**

**[**How does this link to the other notices e.g. *If individual is also a research participant or student they should be reminded about these other notices. Remove this section if it is not applicable]*

1. **Who will process my personal information?**

This notice explains how the University of Manchester will hold and process your personal information [add text for the specific local purpose, including any limits on access to the personal data, for example to a research group, School or role]

1. **What personal information will you process?**

The University needs to collect, maintain and use personal data relating to or about you. This consists of:

[Content – list all types of personal data processed e.g. names, contact details, copies of passports etc.]

1. **What is the purpose of the processing under data protection law? [legal basis]**

[Fixed text] We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition. We will use your personal information in the following circumstances:

*[List each Article 6 legal basis identified: consent, performance of a contract, legal compliance, vital interests, a public interest task (specify), legitimate interests]*

*[If you are relying on the legitimate interests of the University you should specify what these are in the case of this notice]*

1. **Examples of the processing to be undertaken**

[Content – any further detail or clarification about how the processing will take place, why etc. Remove this section if not relevant]

1. **Special Category Data**

[Fixed text. Add where applicable *–* The University will also process some information about you that is considered more sensitive and this is referred to as ‘special category’ personal data in the General Data Protection Regulation and Data Protection Act 2018. When we process this type of information we are required to apply additional protections. [Special category personal data is defined as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person. In the UK this also includes any personal information relating to criminal convictions. You should specify here which type/s of special category data you will be processing]

1. **How will you process my Special Category personal information?**

[Fixed Content to add where applicable] – We will only process special category personal information in certain situations in accordance with the law. On this occasion we are relying on

*List Article 9 conditions identified: explicit consent, our obligations as an employer, your vital interests, a substantial public interest purpose (specify), occupational health, scientific or historical research or archiving in the public interest]*

*Other Article 9 conditions such as data which is already in the public domain or for the establishment or defence of a legal claim may be relied on by the University but will not generally be included in a privacy notice. Please contact the IGO for advice.*

*Where the University has a legal or statutory requirement to collect certain data you should also specify this, and provide the possible consequences of an individual not supplying the data.*

1. **Who will my personal information be shared with?**

[Content – List other organisations and context/purpose of the sharing if this occurs; if not state that it will not be]

1. **Will my data be transferred to another country?**

[If data is to be transferred to another country within the EEA, including as a result of cloud storage, say so here. If the data is to be transferred outside of the EEA please consult with the IGO]

1. **What are my rights in connection with my personal information?**

Under certain circumstances, by law you have the right to:

12.1 Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

12.2 Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

12.3 Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.

12.4 Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

12.5 Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

12.6 Request the transfer of your personal information to another party.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you would like to exercise any of these rights, you should contact the University Data Protection Officer, by email: dataprotection@manchester.ac.uk. Alternatively you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL. Further information about your rights is available from the University’s [data protection web pages](https://www.manchester.ac.uk/discover/privacy-information/data-protection/).

1. **How long is my information kept for?**

[Either this text - We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Details about how long different types of information are retained by the University is published [here](http://documents.manchester.ac.uk/display.aspx?DocID=6514)

Or explain specific retention period]

1. **Who can I contact if I have any queries?**

[Fixed text] If you have any questions about how your personal information is used by the University as a whole, or wish to exercise any of your rights, please consult the University’s data protection webpages at [insert link]. If you need further assistance, please contact the University’s Data Protection Officer (dataprotection@manchester.ac.uk).

1. **How do I complain?**

Fixed text]if you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk>).

1. **Are changes made to this notice?**

[Fixed text] We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. [Insert date of notice]

\*\*Automated decision making- please contact the IGO if the data will be used to make automated decisions about individuals, as this will need to be included in the privacy notice.\*\*