



Collaborator/Partner Privacy Notice

Introduction

This notice provides information about the use of personal information for those that provide information to the University of Manchester as part of research collaboration or another formal or informal partnership related to research or professional services work. If you fall into one of these categories, you are the “data subject” for the purposes of this notice.

1. What is ‘personal information’ (also known as a personal data)?

‘Personal information’ means any information about you from which you can be identified from that information alone or taken together with other information. It does not include data where your identity has been removed and where you can no longer be identified (anonymised data). It is defined in Article 4 of the UK General Data Protection Regulation.

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

If you have an additional relationship with the University, for example if you are also a registered student, or are an alumnus you can find further information about the processing of your personal data relevant to that relationship in the privacy notice available from the [privacy section of the University website](#). If you receive payment for work carried out for the University, you should also see the staff privacy notice.

3. Who will process my personal information?

This notice explains how the University of Manchester will hold and process your personal information. It is the Data Controller for this information as defined by the UK General Data Protection Regulation (UK GDPR) and Data Protection 2018 (DPA 2018)

4. What personal information will you process?

As part of the joint working you are engaged with, the University may collect the following information:

- 4.1. Personal contact details such as name, title, addresses, telephone numbers, and professional or occasionally personal email addresses

- 4.2. Date of birth
- 4.3. Gender
- 4.4. Employment related information related to the institution or organisation you currently work for
- 4.5. Details of your experience, education and training, references and other information included in a CV
- 4.6. CCTV footage if you visit campus
- 4.7. Information about your use of our information and communications systems, e.g. Microsoft Teams or other University systems which you have been given access
- 4.8. Photographs
- 4.9. Your thought or opinions related to the project or activity you are working on with the University

5. What constitutes “Special Category” and criminal convictions data?

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 UK GDPR and DPA 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. Any personal information relating to criminal convictions and offences must also be processed with additional protections.

6. What is the purpose of the processing under data protection law?

We will only use your personal information when the law allows us to do so by providing a legal basis or valid condition. Most commonly, we will use your personal information in the following circumstances:

- 6.1. For the performance of a contract
- 6.2. Where we need to comply with a legal obligation.
- 6.3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- 6.4. Where we need to protect your vital interests (or someone else's interests).
- 6.5. Where it is needed in the public interest or for official purposes.

7. Can you provide examples of processing?

Examples of the reasons or purposes the University will process your personal information, including where appropriate special category personal data include the following:

- 7.1. To assess your suitability for a role
- 7.2. Administering the contract/collaboration agreement we have with you, your organisation or a funder
- 7.3. To facilitate the project, research or activity you are working on
- 7.4. Business management and planning including accounting and auditing
- 7.5. Monitoring compliance with relevant University policies and contractual obligations
- 7.6. Monitoring and protecting the security (including the University's network, information and electronic communications systems) of the University, our staff, students or other third parties
- 7.7. Monitoring and protecting the health and safety our staff, students or other third parties
- 7.8. Dealing with legal disputes involving you or employees, workers and contractors, including accidents at work.
- 7.9. Preventing fraud
- 7.10. Conducting data analytics studies
- 7.11. To comply with employment law, immigration law, contract law, health and safety law and other laws which affect the University. Where relevant, to monitor, evaluate and support your research and commercialisation activity
- 7.12. To operate security (including CCTV), governance, audit and quality assurance a arrangements
- 7.13. To deliver facilities (e.g. IT, libraries), services, and where appropriate to monitor your use of those facilities in accordance with University policies (e.g. on the acceptable use of IT)
- 7.14. To communicate effectively with you by post, email and phone. Where appropriate you will be given an opportunity to opt out of receiving these communications.
- 7.15. To invite you to participate in surveys and to compile statistics and conduct research for internal and statutory reporting purposes
- 7.16. To fulfil and monitor our responsibilities under equalities, and public safety legislation and to monitor the effectiveness of the Equality and Diversity strategy

8. How we will use your Special Category personal information?

We will only process special category personal information in certain situations in accordance with the law. For example, we can do so if we have your explicit consent and, in some circumstances, we

may approach you for your written consent to allow us to process certain particularly sensitive data. If we do, we will provide you with full details for the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent, which you can withdraw at any time. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

We do not need your consent to process special category personal data when we are processing it for the following purposes as these satisfy another legal condition:

- 8.1. where we need to carry out our legal obligations
- 8.2. where you have made the data public
- 8.3. where it is necessary to protect your vital interests or those of another person and where you/they are physically or legally incapable of giving consent
- 8.4. where processing is necessary for the establishment, exercise or defence of legal claims

We may use your special category personal information in the following ways if it is held:

- 8.5. Where your race, national or ethnic origin, religious, philosophical or moral beliefs or your sexual life or sexual orientation are necessary, to ensure meaningful equal opportunity monitoring and reporting
- 8.6. Where your information about your physical health or mental health or disability status is necessary to ensure your health and safety on campus

9. How we will process criminal convictions and offences information

- 9.1. Very rarely, we may use information relating to criminal convictions where it is necessary for the establishment, exercise or defence of legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

10. Who will my personal information be shared with?

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- 10.1 Prospective and actual research funders or sponsor
- 10.2. The external service providers of the University, including IT service providers
- 10.3 Insurance providers
- 10.4. The University's professional advisers
- 10.5. Relevant Government Departments (e.g. Department for Education, Home Office, Foreign and Commonwealth Office, Department of Health), executive agencies or non- departmental public bodies (e.g. HM Revenue and Customs, the Health and Safety Executive), UK Research and Innovation)
- 10.6. Any relevant professional or statutory regulatory bodies (e.g. General Medical Council)

- 10.7 The police and other law enforcement agencies
- 10.8. Auditors
- 10.9. Subsidiary companies of the University where necessary
- 1010. Companies or organisations providing specific services to, or on behalf of, the University
- 10.11. We may disclose your name if this appears in information to be disclosed in response to a Freedom of Information request

On occasion, the above types of sharing may involve the transfer of your personal information outside of the UK (e.g. to report to an overseas research funder). Such transfers usually are necessary in order to meet our contractual obligations with you or to satisfy a task carried out in the public interest and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

In addition to the above, we may publish or disclose any personal information about you to external enquirers or organisations if you have requested it or consented to it, or if it is in your vital interests to do so (e.g. in an emergency situation).

11. How does the University protect personal information?

The University takes the security of your data seriously. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. Your personal information is created, stored and transmitted securely both in paper format and in bespoke databases.

12. 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 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.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer by making a request to dataprotection@manchester.ac.uk.

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 Information Governance Office.

13. How long is my information kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our [Records Retention Schedule](#)

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once your involvement with the University has ended we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations

14. Who can I contact if I have any queries?

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](#). If you need further assistance, please contact the University's Data Protection Officer, (dataprotection@manchester.ac.uk)

15. How do I complain?

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.

16. Are changes made to this notice?

This notice was last updated in January 2021. 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.