

## **Privacy Notice – Participants of competitions or outreach activities (namely School of Social Sciences Photography competition)**

### **The aim of this Privacy Notice**

This Privacy Notice explains how we use your personal information: for participants (or prospective participants) of competitions or outreach activities. It outlines the types of data that we hold and how we use it. We aim to be clear when we collect your personal information, and not do anything you would not reasonably expect. In collecting and using (processing) your personal information we must comply with the UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act 2018.

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

‘Personal information’ means any information which relates to or identifies you as an individual (e.g. name, date of birth, postcode etc.) and includes 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.

### **2. Who will process my personal information?**

The information provided here applies to the use, sharing and disclosure (processing) of your personal information by The University of Manchester for the purpose of the School of Social Sciences Photography competition. Further information about who your information will be shared with is included in Section (4.) according to data protection law the University is a Data Controller for this processing.

### **3. What personal information will you process?**

The University needs to collect, maintain and use personal data relating to or about you in order to administer the competition you are involved with. This includes:

- 3.1. Personal contact details such as name, telephone number and email address
- 3.2. Details about your current studies, School and year of study
- 3.3. Next of kin and emergency contact information where you are attending an event and are under 18

### **4. What is the purpose of the processing under data protection law?**

As part of our work we process personal information relating to participants (or prospective participants) of competitions or outreach activities to encourage wider participation in higher education amongst underrepresented groups. 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.

Your personal information will be processed by the University (including its Departments and Faculties) where it is:

- necessary for the performance of tasks we carry out in the public interest (e.g. supporting access to education and research)
- necessary for compliance with a legal obligation
- necessary for the pursuit of the legitimate interests of the University or an external organisation (e.g. to send information such as newsletters about participation in connected

pre-university competitions or outreach activities)

We will seek your consent to send you additional promotional information about applying to study at Manchester and you can choose to change your preferences at any time.

### **5. Can you provide examples of the processing?**

The personal information that you provide to us when you engage with our photography competition will be processed for a range of purposes connected with widening participation in higher education, including the purposes of:

- 5.1. enabling your participation in events or programmes
- 5.2. enabling us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us)
- 5.3. tracking future outcomes of event participants, including whether they participate in other pre-university events or programmes run or held in conjunction with the University, or make an application to a Higher Education institution.
- 5.4. monitoring and research including (but not limited to) evaluation of the impact of events/activities (including events not organised by the University)
- 5.5. producing statistics, including event application and participation numbers, and participant outcome.
- 5.6. to communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars containing information the University considers necessary to support your experience as a participant/prospective student. Where appropriate you will be given the opportunity to opt-out of receiving some communications from us

### **8. Who will my personal information be shared with?**

In addition to sharing your personal information with relevant University of Manchester staff for the purposes of supporting the initiative you are involved we will share your personal information for the above purposes as relevant and necessary with:

- 8.1. your school/college
- 8.2. partner(s) with whom we may have collaborated to organise and/or evaluate this event

### **9. How long will my personal information be kept for?**

If you attend any particular event/activity, we will only retain certain detailed information that we need for the purposes of event/activity administration for as long as necessary to serve that purpose. In order to conduct long-term evaluation, tracking and research about access to Higher Education, and in relation to certain events/initiatives only, we will retain some of your key personal information until the end of the academic year 2021/22.

After this period, any personal information will be removed from our records, and only the anonymised data extract will be retained for secondary research purposes.

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

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

10.1. 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

10.2. 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

10.3. 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.

10.4. 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.

10.5. 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.

10.6. 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](mailto: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.

### **11. Information for parents/guardians:**

The details in this privacy notice apply to all children taking part in our pre-university events and initiatives. If your child is under the age of 13, you will be asked to provide their personal information on their behalf. You can choose to opt out of the sharing and processing of their data by emailing: [SoSS.SocialResponsibility@manchester.ac.uk](mailto:SoSS.SocialResponsibility@manchester.ac.uk). Once your child reaches the age of 13 they will be considered responsible for their own personal data.

### **12. Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the University's data protection webpages at <http://www.dataprotection.manchester.ac.uk/policiesandprocedures>

If you need further assistance, please contact the University's Data Protection Officer:

Information Governance Office  
The University of Manchester  
Oxford Road