

University of Manchester Community Room Access Scheme (The Open Doors Project)

Privacy Notice

1. Introduction

This notice provides information about the use of personal information provided as part of your room booking request through the Community Room Access Scheme (The Open Doors Project)

2. 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.

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

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, depending on your relationship with the University. Other notices are available

here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

4. Who will process my personal information?

This notice explains how The University of Manchester will hold and process your personal information. Your personal information will only be used by The University of Manchester.

5. What personal information will you process?

For the purposes of the Community Room Access Scheme (The Open Doors Project), the University needs to collect, maintain and use personal data relating to or about you. This includes:

- Name
- Contact details (email address, phone number)

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 i.e. in this instance the legal basis is the legitimate interest of The University of Manchester, in managing client relationships and providing services to clients as part of The Open Doors Project

Most commonly, we will use your personal information in the following circumstances:

- To contact you to inform you whether your room booking request has been accepted
- To contact you with information about your room booking

7. Can you provide examples of processing?

To contact you to inform you whether your room booking request has been accepted. To contact you with information about your room booking.

- On a Sharepoint (with restricted access) to collect booking data so that we can facilitate bookings
- Shared with University of Manchester colleagues at campus venues taking part in The Open Doors Project so that they can contact you in relation to a booking or booking request

8. Who will my personal information be shared with?

Your personal data will only be shared with colleagues as stated above.

9. How long is my information kept?

We will only retain the personal information gathered from the booking request form for 12 months from the date of the booking request.

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

You can find out more about your rights and who to contact

here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/>