

## **Privacy notice:**

### **Overview**

In order to operate effectively, the Industrial Liaison Office (ILO) may collect and store your personal information that we collect from you, for example via an email or online form. Please read the following privacy notice to understand how the ILO uses and protects your information.

By submitting or providing your personal information, you are consenting to the ILO holding and using it in accordance with this notice. The notice is subject to change and any change to it in the future will be notified by this page. By continuing to work with us and supporting our activities, you are agreeing to such changes. We recommend you check this privacy notice and the University Privacy Policy regularly to ensure you still agree, if such changes do take place.

### **Policy Contents**

1. Information we collect from you
2. How we use your information
3. How we handle the data submitted by you
4. How to contact us

#### **1. Information we collect from you**

When we contact you, you may be asked to provide certain information about yourself, including your name, contact details, work information, when we spoke to you, and what ILO activities you have been engaged in or wish to engage in. The information we collect from you is always relevant to our activities.

#### **2. How we use your information**

We will keep your information on our records to allow future contact to be made if deemed appropriate.

We may use and analyse the information we collect so that we can manage and improve the services we offer and to contact you about other ILO activities that we believe you may be interested in, including other relevant ILO engagement opportunities, related schemes and research activities.

We will only keep data and information that is necessary and relevant to ILO activities.

We will ensure that your data is accurate and kept up to date, and only hold your data for as long as is appropriate for the purposes outlined above, or until you request that we delete it.

#### **3. How we handle the data submitted by you**

##### **3.1 Data Protection Legislation**

The University of Bristol is the data controller. As a data controller, the University of Bristol has notified its activities to the Information Commissioner's Office as required under the GDPR and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by the University in accordance with the GDPR.

For further details of how the University of Bristol uses personal data please see:

<http://www.bristol.ac.uk/secretary/data-protection/>

<http://www.bristol.ac.uk/secretary/information-governance/>

### 3.2 Disclosure of your information

Except as set out in this privacy policy, or as required by law, your personal data will not be provided to any third party without your prior verbal or written consent.

The information you provide to us will be held on our computers in the UK. It may be accessed by or given to third parties some of whom may be located outside the European Economic Area who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information and may provide support services to the University or on the University's behalf, and perform these activities under contract ensuring compliance with data protection legislation.

### 3.3 Monitoring use of University systems

In order to protect the security and working of the University network and computer systems, it may be necessary to monitor or log the use of these systems. If there are indications of abuse of systems or that individuals may be using systems in excess of their inspected and disclosed to authorised University and law enforcement personnel.

## 4. How to contact us

Should the information we hold about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting us.

When requested, we will provide you with a readable copy of the personal data which we keep about you, by contacting us at the address below. We may require proof of your identity before supplying you with this information to ensure confidentiality.

We allow you to challenge this data we hold about you and where appropriate you may have the data erased, rectified, amended or completed. For complains or queries about the privacy policy or data protection queries generally please contact:

Data Protection Officer  
University of Bristol  
67 St Michael's Hill  
Bristol  
BS2 8DZ

[data-protection@bristol.ac.uk](mailto:data-protection@bristol.ac.uk)