



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

# RIS Privacy Policy

RESEARCH & INNOVATION SERVICES: USING YOUR  
PERSONAL INFORMATION



Cardiff Metropolitan University takes data protection seriously. Research & innovation Services (RIS) is a professional services support department of the University. It is not possible for RIS to fulfil its functions and obligations in respect to any collaborations or partnerships, without the provision of some personal data.

The processing of your personal data will always be in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA2018). By means of this Privacy Notice, the University wishes to inform you of the following:

- Why the RIS collects and processes your personal data; and
- The rights extended to you because of the collection and processing of your data.

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## Definitions

Controller:	The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by the Union or Member State law.
Personal Data:	Any information relating to an identified or identifiable natural person (“Data Subject”). An identifiable, natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Data Subject:	Any identified or identifiable natural person, whose personal data is processed by the Controller responsible for the processing.
Processor:	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the Controller.
Recipient:	A natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of processing.
Third Party:	A natural or legal person, public authority, agency or body other than the Data Subject, Controller, Processor and persons who, under the direct authority of the Controller or Processor, are authorised to process personal data.



Restriction of Processing:	The marking of stored personal data with the aim of limiting processing in the future.
Processing:	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Profiling:	Any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.
Consent:	Consent of the Data Subject is any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

## Name and Address of the Controller

The Controller is:

Cardiff Metropolitan University  
Llandaff Campus  
Western Avenue  
Cardiff  
CF5 2YB

Telephone: 02920 41 6070

Email: [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk)

Website: <http://www.cardiffmet.ac.uk/Pages/default.aspx>

## Name and Address of the Information and Data Compliance Officer

The Information and Data Compliance Officer of the Controller is:

Sean Weaver  
The Secretariat  
Cardiff Metropolitan University



Llandaff Campus  
Western Avenue  
Cardiff  
CF5 2YB

Telephone: 02920 20 5758

Email: [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk)

Website: <http://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection---Records-Management.aspx>

You may contact Sean Weaver directly with any queries relating to data protection legislation.

Sean is the University's Statutory Data Protection Officer fulfilling the role set out in Articles 37-39 of GDPR.

## Name and Address of the Lead Supervisory Authority

The Lead Supervisory Authority overseeing the Controller is:

The Information Commissioner's Office (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 03031 23 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Website: <https://ico.org.uk>

Cardiff Metropolitan's ICO Registration Number is Z471616X. Details can be found at: <https://ico.org.uk/ESDWebPages/Search> using this number.

This statement explains how the University handles and uses your personal information during your time as a prospective or existing client or partner of Cardiff Metropolitan University and after our relationship completes. The University is committed to protecting your information and being transparent about what information it holds. The University has a range of data protection policies and procedures in place, which can be found here:

<http://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection---Records-Management.aspx>

## What personal information do RIS collect?

In addition to technical and business information you disclose to us (including projects run through RIS) to be able to support your enquiry/collaboration/guidance, we collect the following personal information from individuals and organisations who wish to receive support or are a partner with Cardiff Metropolitan University:



- Name of organisation lead contact/ technical officers/ employees involved in the support/collaboration/contract;
- Contact details of personnel involved in the support/collaboration/contract;
- Job role/title of personnel involved in the support/collaboration/contract;
- Contact details for colleagues and assistants to key staff.
- Information about an individual's engagement with the university such as attendance at events and workshops, collaborative activity and research, consultancy, etc.
- Information gathered for the purposes of Equal Opportunities Monitoring, etc.
- Information relating to the provision of guidance and support.
- Health information such as dietary or accessibility requirements.
- Photographs at our support/promotional events.
- Preferences on areas of interest for future communication and methods of contacting you.

Cardiff Metropolitan University will collect information about you during its dealings with you as a current or former client/partner.

## Reasons for collecting personal information and how do we use it?

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a client/partner.

- To evaluate eligibility for university support according to funding compliance requirements and the University's project approval process;
- To monitor and evaluate engagements at operation management and governance level;
- To report to project funders and government data requests;
- We may collect information on your employees or organisation as part of the process to provide services or guidance to your organisation;
- To statistically analyse the commercial relationships existing across Cardiff Metropolitan University on a periodic basis.
- To provide Corporate subscribers offers of services from Cardiff Metropolitan University unless they opt out to receive these.
- In connection with the delivery of Research Projects/archiving activity as normally conducted by public organisations and in line with article 89 safeguards.
- No direct marketing will be undertaken to you without an appropriate legal basis.

On occasion, you might supply us your sensitive personal information to attend one of our events (e.g. accessibility or dietary needs), such personal information will be used only for this intended purpose and will be disposed of at the earliest opportunity. At our events we will usually have a photographer present taking general photographs used to promote the event, or if you have applied to be in formal activity of the event e.g. a competition/speaker we will usually take photos of the presentation. We will provide opportunities to opt out of close-up photographs at the events.

## What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information (please note however that this is likely to affect our ability to provide support to you in the most effective way, if



at all). If you have provided consent to Cardiff Metropolitan University to process any of your data, then you also have a right to withdraw that consent. Please visit the Cardiff Metropolitan University Data Protection webpages for further information in relation to your rights.

GDPR affords you rights. These rights are summarised below. In order to assert any of these rights, you may contact the University's Information and Data Compliance Officer ([dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk)) at any time.

The Right of Confirmation:	You (the Data Subject) have the right to obtain from the University (the Controller) confirmation as to whether or not personal data concerning you is being processed.
The Right of Access:	You have the right to obtain a copy of any personal information stored about you by the University at any time. Furthermore, you have the right to obtain information as to whether your data is transferred to a third country or an international organisation. Where this is the case, you have the right to be informed of the appropriate safeguards relating to the transfer.
The Right to Rectification:	You have the right to obtain from the University, without undue delay, the rectification of inaccurate personal data. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
The Right to Erasure (The Right to be Forgotten):	You have the right for any personal data concerning you to be erased by the University without undue delay, and the University has an obligation to erase the personal data without undue delay where one of the statutory grounds applies, as long as the processing is not necessary.
The Right of Restriction of Processing:	You have the right to restrict the processing of your data where a statutory reason applies.
The Right to Data Portability:	You have the right to receive the personal data concerning you, which was provided to another Controller, in a structured, commonly-used and machine-readable format, for purposes related to your employment with the University.
The Right to Object:	You have the right to object, on grounds relating to your particular situation, at any time, to the processing of personal data concerning you.
Automated Individual Decision-Making:	You have the right not to be subject to a decision based solely on automated processing, including profiling.
The Right to Withdraw Consent:	Where consent forms the basis for processing, you have the right to withdraw your consent to the processing of your data at any time. You can withdraw consent by contacting



Sean Weaver, the University's Information and Data Compliance Officer.

The Right to Complain to the ICO: If you are unhappy with any of the University's conduct in relation to the use of your data, you can contact the ICO using the details in Section 4 and 5 of this Privacy Notice

If you are unhappy with the way in which your personal information has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision.

## Who receives your personal information?

Your personal information will be stored on our secure electronic systems and databases and will be shared with relevant colleagues within the university to provide you services and guidance. Personal information is protected by the university and will not be disclosed to third parties without consent except when necessary as part of our contractual obligations e.g. to project funders or partners of the project supporting your interaction with us.

Information is made available to persons or organisations requiring access for the reasons outlined above. These include:

- University academic, technical and administrative staff;
- University operation governance and management boards;
- External funders and partners/advisors directly involved with your collaboration with Cardiff Metropolitan University;
- The Welsh and UK Government through statistical returns e.g. Higher Education Statistics Agency, Higher Education Funding Council for Wales, etc.

Any disclosures the University makes will be in accordance with Data Protection Legislation and your interests will be considered.

## What special category information does RIS collect?

- Health information such as dietary or accessibility requirements (for event attendance).

## Reasons for collecting personal and special category information and how RIS uses it:

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a client/partner.

- To evaluate eligibility for University support according to funding compliance requirements and the University's project approval process;
- To monitor and evaluate engagements at operation management and governance level;
- To report to project funders and government data requests;
- To collect information on your employees or organisation as part of the process to provide services or guidance to your organisation;



- To statistically analyse the commercial relationships existing across Cardiff Metropolitan University on a periodic basis;
- To provide corporate subscribers offers of services from Cardiff Metropolitan University;
- In connection with the delivery of Research Projects/archiving activity as normally conducted by public organisations and in line with the UK GDPR Article 89 safeguards; and
- Direct marketing.

## What is our legal basis for processing?

### **Article 6.1(a) – Consent**

*The data subject has given consent to the processing of his or her personal data for one or more specific purposes;*

### **Article 6.1(b) – Performance of a Contract**

*Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;*

### **Article 6.1(f) – Legitimate Interests**

Some processing may be necessary for the purposes of the legitimate interests pursued by the University or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

### **Article 9.2(a) – Explicit Consent**

*The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;*

## How is your personal information stored? (Security of processing)

As the Controller, Cardiff Metropolitan University has implemented technical and organisational measures to ensure personal data processed remains secure, however absolute security cannot be guaranteed. Should you have a particular concern about a particular method of data transmission, the University will take reasonable steps to provide an alternate method. For more information about IT security at Cardiff Metropolitan University, and keeping your data safe, please click [here](#).

## How long will your information be held?

Your data will be retained securely by the University in accordance with its [Records Management Policy](#). Your personal data may be held for the duration of your engagement with Cardiff Metropolitan University and for a reasonable period of time upon its conclusion to comply with regulatory audit and document retention requirements. Information held for research and archiving purposes may be kept for longer and in line with the GDPR Article 89 safeguards. After the expiration of the retention period, your data shall be securely deleted. If you would like on the retention requirements, please email [rissupport@cardiffmet.ac.uk](mailto:rissupport@cardiffmet.ac.uk).



## Your responsibilities

Please advise of any changes to your name, address, contact details, etc as soon as practically possible so that we can amend our records accordingly.

You should not use your relationship and collaboration with Cardiff Metropolitan University for any press or marketing purposes without the express consent of Cardiff Metropolitan University.

## Automated Decision-Making and Profiling

The University does not process your data for automatic decision-making or profiling.

## General

You may not transfer any of your rights under this Privacy Notice to any other person. The University may transfer its rights under this Privacy Notice where it reasonably believes its rights will not be affected.

If any court or competent authority finds that any provision of this Privacy Notice (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Privacy Notice will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other right or remedy.

This Notice will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Notice will be subject to the exclusive jurisdiction of the English and Welsh courts.

## Changes to this Notice

The University may update this notice to reflect changes in law or its privacy practices. However, Cardiff Metropolitan University will not use your personal data in any new ways without your consent.

Any changes we make to our privacy policy in the future will be posted on this page and where appropriate, notified to you by email. Please check back frequently to see and updates or changes to our privacy policy.

## How to Raise a Query, Concern or Complaint

If you still have queries, concerns, or wish to make a complaint, details of how you can be disclosed under Sections 'Name and Address of the Information and Data Compliance Officer' and 'Name and Address of the Lead Supervisory Authority' of this Notice.



## Consequences of not providing your information

The consequences of not providing your information when necessary for the performance of a contract or in order to take steps at the request of the individual prior to entering into a contract, would mean that the University will not be able to offer you some and indeed possibly none of its products and services without it.

## Consent to Receive Electronic Marketing

As a valued contact of RIS at Cardiff Metropolitan University, we want to be transparent with you that your data is held in our CRM Database. Your details have been identified either through contact with Cardiff Metropolitan University or through our relationship development activities.

Your information is held by RIS in line with this Privacy Statement.

Your corporate information is held to enable us to correspond with you, answer your enquiries and to provide guidance and assistance.

In line with legislation we will always give you the opportunity to opt out of future relevant electronic marketing from RIS.

To opt out from receiving direct marketing correspondence from RIS please email [rissupport@cardiffmet.ac.uk](mailto:rissupport@cardiffmet.ac.uk).

Your details will never be shared with another organisation to enable them to market to you.