

## Privacy Notice for Tees Community Seal Photo ID Project

### 1. Purpose of this Notice

This Privacy Notice tells you how Teesside University as Data Controller, collects and processes your personal data as a contributor to the Tees Community Seal Photo ID Project.

We may amend this notice to reflect changes to our website, business, data protection law or other legislation. For this reason, we ask that you revisit this notice on a regular basis.

### 2. Why your Personal Data is Collected

Your Personal Data is collected in order to contact you regarding the seal photograph(s) you submit. Reasons for contacting you may include:

2.1 Requesting additional information about the photograph(s) such as where and when they were taken if this information is not included in your original correspondence.

2.2 Issues with files or download links, in which case we may contact you to ask you to resend your photograph(s).

2.3 Seeking permission to use your submitted photograph(s) in scientific talks, social media posts, web articles, or similar publications about the project. If you grant permission for your seal image(s) to be used, you will have the option to be credited as the photographer or to remain anonymous.

### 3. How Personal Data is Collected

Your Personal Data is collected from you when you submit seal photograph(s) to the University via email, WeTransfer, or equivalent file sharing services.

### 4. What Personal Data Is Collected

4.1 Name.

4.2 Contact email address.

### 5. How Your Personal Data is *shared* with 3<sup>rd</sup> parties

The University will only share your Personal Data with external third parties where we are permitted to do so under Data Protection Legislation.

The seal photograph(s) you submit will be shared with 3<sup>rd</sup> parties but your Personal Data, as described in section 4, will not – unless expressly requested by you in the scenario outlined in 2.3.

## 6. Lawful Basis

The University is processing your personal data in accordance with:

Article 6(1)(a) of the UK GDPR – Consent

By sending your seal photograph(s) to the Tees Community Seal Photo ID Project you are consenting to the processing of your name and email address for the purposes outlined in Section 2 of this Privacy Notice.

**If you would like to withdraw your consent please contact [F.Pellie@tees.ac.uk](mailto:F.Pellie@tees.ac.uk) and your personal data will be removed from the Project records.**

## 7. Transfers of Personal Data outside of the EEA

International processing is not envisaged within this activity but in the event that it is necessary to transfer data outside the EEA this is done pursuant to an agreement which ensures that necessary safeguards are in place.

## 8. Security of Personal Data

We take technical and organisational measures to protect all of the Personal Data we hold. Only authorised employees and contractors have access to your Personal Data.

## 9. Personal Data Retention Periods

We will only retain the Personal Data we hold about you as long as necessary and in accordance with the University's Retention Policy. The retention period for this Project has been set as three years to cover the scenario outlined in section 2.3.

## 10. Your Responsibilities

GDPR requires that Personal Data is accurate. It is essential that you let the University know if any information you have provided changes. If you fail to update your details, the University cannot take responsibility if any information you require is sent to the wrong address or shared with relevant parties.

## 11. Your Rights

As a data subject you have certain rights:

*Right to complain* You have the right to lodge a complaint with the Information Commissioner's Office details are provided below;

*Right to access personal data:* You can find out what information we hold about you by making a subject access request. The request can be made free of charge, by writing to the Data Protection Officer, details of which are below.

*Right to Erasure (Right to be Forgotten)* You have the right to have the Personal Data we hold about you erased;

*Right to object* You have the right to object at any time to the processing of your Personal Data;

*Right to withdraw Consent* Where consent forms are the basis for processing, you have the right to withdraw your consent to the processing at any time;

*Right to Data Portability* If you request us to we will transmit your Personal Data directly to another organisation;

*Right to Rectification* You have the right to ask us to rectify inaccurate information held about you without undue delay.

These are not unqualified rights and the University may not be able to act on your request in certain circumstances.

## 12. Contact Details of the Data Protection Officer

The Data Protection Officer is contactable at Teesside University, Middlesbrough, Tees Valley, TS13BX, UK. Telephone: +44 (0)1642218121, Email: [dpo@tees.ac.uk](mailto:dpo@tees.ac.uk)

You may contact our Data Protection Officer directly with any queries relating to Data Protection.

### 13. Name and Address of the Lead Supervisory Authority

The Lead Supervisory Authority overseeing the Controller is: The Information Commissioner's Office (the 'ICO'), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, United Kingdom. Tel: +44 (0)3031231113, Email: [casework@ico.org.uk](mailto:casework@ico.org.uk). Website: <https://ico.org.uk>.

A comprehensive list of the purposes for which the University processes Personal Data are notified to the Information Commissioner's Office (ICO) and can be viewed on the office of the information Commissioner's Register. To view the University's registration you can use the search form for the Register and enter the University's registration number Z5567143.

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