



University of York Economic Development Team Privacy Notice

The Economic Development Team at the University of York provides business support services in the local region which include grants, workshops and other advice and guidance.

This privacy notice is for businesses in contact with the Economic Development Team and partners or networks who work with us to deliver our services. It sets out the ways in which the Economic Development Team at the University of York gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found [here](#). Our registration number is: Z4855807.

Where do we get your data from?

We collect data about you when you register an interest in our business support programmes. Much of the data we hold on you comes from information provided in your application forms. Additional information may have been provided by you as part of your interactions with us before applying. Information relating to you and your business may have been provided to us by third parties e.g. other funded support programmes for the purpose of providing you with appropriate support.

What data do we have?

[Personal data](#) including name, email address, telephone number, job title, company/business details.

[Special category data](#) including information about disability, ethnicity and racial origin (if you consent to provide this for the purpose of equal opportunities monitoring).

What is our legal basis for processing your data?

The University needs to collect and retain certain types of data, in various formats, about business contacts and partners in order to fulfil its functions as a business support service provider and to maintain strategic relationships within the region.

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you e.g. to provide you with funded support
- because it is necessary for legitimate interests, for the purposes of monitoring referrals, creating links with and promoting opportunities to businesses, in order for us and you to

fulfil our business support functions, for the benefit of regional SMEs and the regional economy (for partners and networks)

- to monitor equal opportunities
- because you have given us your consent

How do we use your data?

The University may process your personal data for the following purposes:

- to progress your enquiry and/or application for funded support
- to administer the financial aspects of our relationship with you including processing claims and payments
- to manage your participation at events
- to report to our external funding bodies for externally funded projects
- to monitor equal opportunities
- to enable effective communication with you
- if you agree, to let you know about business services including services offered by other departments within the University (e.g. CPD, student internships, Knowledge Transfer Partnerships) and funded services from other organisations (e.g. Access Innovation Grants).
If you consent to receive marketing, you may opt out at any time. If you no longer wish to be contacted for marketing purposes, you can either contact us using the details below or simply update your preferences using the link provided in our marketing emails.

Who do we share your data with?

The University may share your data with:

- employees of the University for the purpose of providing you with appropriate support
- third parties that process data on behalf of the University to support it in fulfilling its obligations and responsibilities to and relationship with you (e.g. software and system providers including but not limited to [Alcium Software](#), [MailChimp](#) and [Eventbrite](#))
- funding bodies such as the Ministry of Housing, Communities and Local Government (MHCLG) for externally funded projects for contractual reasons
- other business support programmes and services (if you agree) for the purpose of providing you with appropriate support

The University of York will not share your information externally for any other purposes without your consent unless exceptional circumstances apply.

How do we keep your data secure?

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>

If you apply for support from the Economic Development Team through an externally funded project, printed copies of your data will also be held in locked filing cabinets at the University of York.

How long will we keep your data?

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

If you receive support from the Economic Development Team through an externally funded project, this data will be maintained in line with the contractual requirements of that project and its funding organisation. These requirements will be clearly outlined at the point at which you apply for support.

What rights do you have in relation to your data?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent.

If you would like a copy of some or all of your personal data held by the Economic Development Team, please email us or write to us at the contact addresses below.

There may be circumstances in which we are unable to erase data held about you, in which case we will notify you. For example, if you have entered into a funding contract with us, we may be contractually required to keep records for a specified time period for reporting and audit purposes.

For more information, see <https://www.york.ac.uk/records-management/dp/individualsrights/>

Questions or concerns

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact us:

By post:

Mark Gunthorpe, Head of Economic Development
Economic Development Team
University of York
RCH/125
Ron Cooke Hub
Heslington
York
YO10 5GE

By email:

reo-econdev@york.ac.uk

By telephone:

01904 328076

Right to complain

If you wish to make a complaint, please contact the University's Acting Data Protection Officer in the first instance at dataprotection@york.ac.uk

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see <https://ico.org.uk/make-a-complaint/>

Changes to our privacy notice

We keep our privacy notice under regular review and we will place any updates on the [Economic Development Team web page](#). This privacy notice was last updated on 13 February 2019.