



Supporting the Leicester-Gondar Link

Privacy Notice

Health Action Leicester for Ethiopia (HALE) is a charity working in partnership between the University of Leicester and the University of Gondar (Ethiopia) (www.le.ac.uk/gondar). The Data Controller for your personal information is the University of Leicester. The Data Protection Officer is Parmjit Gill, Information Assurance Services Manager, Information Assurance Services, University Of Leicester, University Road, Leicester, LE17RH. Tel: 0116 229 7945 / email: pg170@le.ac.uk. This Privacy Notice explains how HALE use's your personal information and your rights regarding that information.

What information are we collecting? Personal data (contact and traveller details) held by HALE are obtained directly from the individual.

Why are we collecting your data? / How will we use this data? Data is collected to allow the HALE Administrator to provide information on activities, support, advice and assistance (travel arrangements/project admin management) as required by the individual.

What is the legal basis for processing this data? Consent is provided by the individual for the HALE Administrator to hold their personal information to assist with supporting their travel arrangements/project requirements.

If we are sharing your data with others who are we sharing it with? Data is only shared with third parties when necessary to achieve the purposes of the processing (eg Travel provider).

How long will we process your data for? Data will be processed for the duration of the support required. Information used for administrative purposes (eg. minutes of meetings/contact details) will be retained for 7 years (6 years + current year, Limitation Act 1980). Traveller information will be retained for three years after last time processing.

What are your rights and how to enforce them?

- Right to withdraw consent
- Right to be informed about which data is held and how it will be used
- Right of access to your data
- Right of rectification of inaccurate data
- Right to erasure
- Right to restriction

How to raise your concerns? If you have any feedback or concerns in relation to your personal data please contact the HALE Administrator (currently Kathy Astbury, email: ka289@le.ac.uk) in the first instance. In case you would like to exercise your rights under GDPR please contact the University of Leicester Information Assurance Services team (email: ias@leicester.ac.uk).