



Photography, video, audio and written interviews/testimonials

Information you need to know:

The Division of External Relations is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/> . The University of Leicester is the Data Controller for your information

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 we use your personal information and your rights regarding that information

What information are we collecting?

We collect recognisable images of individuals in photographs or video. We also carry out interviews and collect voice recordings and written testimonials.

Why are we collecting your data?

We collect this material to help us to describe and promote University activities and the related experiences of staff, students and others.

How we will use this data?

Selections from the recorded material are used by the University in marketing and publicity materials such as printed publications, exhibitions, websites and social media. They may also be used by third parties such as publishers, TV broadcasters, website owners and news media to help to describe and promote the University and its work.

What is the legal basis for processing the data?

Consent

If we are sharing your data with others who are we sharing it with?

Selections from the recorded material will be published and will be accessible in all countries across the world. They may also be shared with third parties such as publishers, TV broadcasters, website owners and news media for public use to help to describe and promote the University and its work.

How long we will process your data for?

Images, recordings and written testimonials may be used for as long as they remain accurate in describing the current work of the University. They may also become part of the University archive to be used to describe the history of the University.

What are your rights and how to enforce them?

- *Right to withdraw consent*



- *Right to be informed*
- *Right of access*
- *Right of rectification*
- *Right to erasure*

To enforce these rights, contact the University Marketing team by email at marketing@le.ac.uk
Or by post : Marketing Department, University Of Leicester, University Road, Leicester, LE17RH

How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing www.ico.org.uk