Writing a Privacy Notice Quick Guide (GUIDANCE FOR ALL STAFF)

Under data protection legislation we are required to clearly outline how we intend to use information collected about individuals. This takes the form of a privacy notice which needs to be included every time you collect and use data.

What to do before writing a privacy notice:

- Think about how you are going to use the data you’re collecting
  - What personal data do you hold?
  - What will you do with the data?
  - Are you collecting too much information? For example do you need to record information such as gender and age?
  - Will you be re-using the data for other purposes?
- Think about whether any existing privacy notices need reviewing?
- Think about where the information will flow/who the information will be shared with?

Writing a privacy notice:

- Make sure you use plain English
- Make your notice as understandable as possible.
- Make sure you include everything you plan on using the information for.
- Make sure someone else reads the notice to ensure it’s understandable.

What you need to include:

- The contact details of the data controller and the Data Protection Officer.
- Why are you processing the data.
- What your legal basis is for processing the data.
- Who you are sharing the data with (if applicable).
- If you’re sharing data outside of the EEA the country(ies)
- How long you will keep the data.
- What the individual’s rights are.
- How to complain to the Information Commissioner’s Office

In some circumstances you may also need to include:

- The categories of personal data are you processing.
- Whether the data includes special category data (formerly known as ‘sensitive personal data’)
- Where the data came from (including from publicly available sources)

Publishing your privacy notice:

- Think about where you should make your notice available to clearly inform the individuals about how you are using their data. It is expected that most privacy notices will be published on the University website by contacting the Web Team
- Think about various ways of making your notice available (e.g. online and physically at the point of collecting the data)
- Before publication send your privacy notice to Information Assurance Services for approval.
After publication:

- You should regularly review your privacy notice to ensure it is accurate and up to date.
- Respond to feedback or complaints about the privacy notice.

Examples of instances where you will need a privacy notice:

- On registering for a Batchelor of Arts Degree
- On accepting an offer of employment
- Participation in a research project
- Joining the sports centre
- Marketing to alumni or other third parties
- On applying for an internal training course

Further information:

- If you need further information or have questions about privacy notices please email ias@le.ac.uk
- Further guidance on data protection legislation is available at: https://www.le.ac.uk/gdpr

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**Information you need to know:**

The [insert Department/Division name] is part of the University of Leicester. Further information on the institution can be found here: [https://le.ac.uk/](https://le.ac.uk/). The University of Leicester is the Data Controller for your information [If this is not the case please insert appropriate contract details]

The Data Protection Officer is: Elisabeth Taoudi, Data Protection Officer and Commercial Lawyer, University Of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 229 7640. Email: et177@leicester.ac.uk.

This privacy notice explains how we use your personal information and your rights regarding that information.

**What information are we collecting?**

Please list the categories of personal data which will be collected (e.g. name, date of birth, address etc.).

**Why are we collecting your data?**

Please outline the purpose of the data processing.

**How we will use this data?**

Please outline the ways in which it will be used.

**What is the legal basis for processing the data?**

Please indicate under what legal basis the data will be processed. Please note that this should be a single legal basis.

- Consent
- Contract
- Legal Obligation
- Vital Interests
- Public Task

Please note as a public body we are no longer able to use Legitimate Interests as a basis for processing data.

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

Please indicate all parties that you will be sharing data with including the location of these parties and their country if not within the EEA.

**How long we will process your data for?**

Please indicate a retention period or refer to the University Retention Schedule.

**What are your rights and how to enforce them?**

Please indicate what rights individuals will have regarding the data you will be processing. Please remove any rights that are not applicable based on the legal basis for processing (i.e. some rights are more applicable if data was obtained under consent).
• Right to withdraw consent
• Right to be informed
• Right of access
• Right of rectification
• Right to erasure
• Right to restrict processing
• Right to data portability
• Right to object
• Rights related to automated decision making including processing

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