



## Privacy Notice

### Information you need to know:

Organisational Development 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](mailto: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 will collect your name, department, email address, telephone number, position at the University and your line managers details*

### Why are we collecting your data?

*The data collected will be used purely to process booking you a place on one of the workshops offered by Organisational Development and to manage your attendance*

### How we will use this data?

*The information will be used to identify you on our bookings system and to communicate with you and your line manager regarding your attendance*

### 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.*

- *Contract*

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

*We will only share your data with you, your line manager and your department. Occasionally, we may need to share your data with other parties to prove compliance (e.g. for mandatory training)*

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

*We will follow the University's Retention Schedule*



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

- *Right to be informed*
- *Right of access*
- *Right of rectification*
- *Right to restrict processing*
- *Right to data portability*
- *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](http://www.ico.org.uk)