

Privacy Notice: How ColloCaid handles your personal data

ColloCaid is part of University of Surrey. We are registered as a data controller with the Information Commissioner's Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, Suzie Mereweather, who can be contacted via dataprotection@surrey.ac.uk.

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

What information do we collect from you?

ColloCaid holds and processes personal data about users.

The personal data we hold about you consists of *your email address, name, language, affiliation and reason or using the tool*. We only collect the data we need and keep that data up to date.

We receive this data from you when you sign up to test the prototype.

Why do we collect this information?

The University collects only the data we need and we keep the data up to date and only for as long as it is needed.

We collect your personal data in order to administer and report on use of the tool.

We take our obligations for data handling very seriously and it is therefore important for you to know the lawful basis for us processing your information:

*We process data to ensure that we can **carry out our public role as an educational and research establishment**, meeting legal, moral and contractual obligations as laid out in the University's Charter.*

*We also process data to meet our **statutory and legal requirements**, specifically General Data Protection Regulation (GDPR) 2016/79 and the Data Protection Act 2018.*

*We also process data in our **legitimate interests** to test the ColloCaid tool. These legitimate interests are determined through an assessment made by weighing our requirements against the impact of the processing on you. Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data. If you are interested in learning more about this legitimate interest assessment, please contact dataprotection@surrey.ac.uk.*

*We process data because you give us **your consent**, specifically to administer, and report anonymized data on the use of ColloCaid.*

We do not use the data we collect to make decisions about individuals or to analyse information on an individual level.

What do we do with your information?

The University processes personal data and special category data in accordance with data protection legislation and its own Data Protection Policy.

We track activity via cookies to obtain information about the way you access ColloCaid to analyse its effectiveness.

We analyse the effectiveness of our service at an aggregate level so that no individuals are identified from the data

We collate the responses you make to this survey so that we only use the data in a way that can't identify individuals.

How long do we keep your information?

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for two years and then destroyed.

Who do we share your information with?

We share your personal data **externally** with the following third parties who are both members of the ColloCaid project.

- University of Bangor, UK (<https://www.bangor.ac.uk/governance-and-compliance/dataprotection/index.php.en>)
- Adam Mickiewicz University, Poland

We do this in order to...

- *Host and administer the ColloCaid tool*
- *Report on the use of the tool*

What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's webpage.

You have the right to:

- withdraw your consent for us to process your personal data.
- to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete
- to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University's webpage
- to restrict the processing of your personal data in certain ways
 - to obtain your personal data for reuse
- to object to certain processing of your personal data

To exercise any of these rights, please contact dataprotection@surrey.ac.uk.

You also have the right to complain independently to the Information Commissioner's Office about the way in which we process your personal data, if you are not satisfied with our response to your concerns.