

# Lincoln Institute for Agri-Food Technology Breakfast Briefings & Events

## Your personal information

The University of Lincoln collects personal information about you when you enquire about, or attend a Breakfast Briefing or other event organised by the Lincoln Institute for Agri-Food Technology. We use this information to provide you with details regarding Breakfast Briefings and other future events held virtually or physically at the Riseholme Campus. This notice explains more about how we use your personal information.

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### What information we collect about you

We collect information about you when you register for an event, course, programme or meet us through a networking event, send us an email, or consult with one of our team. We collect your name, contact number, email, and job role/company position.

Keep your details up to date by contacting us at [HeSmith@lincoln.ac.uk](mailto:HeSmith@lincoln.ac.uk)

### How we use your information

We collect information about you to tell you about news, events and programmes as well as any related news from academic research and teaching programmes at the University. We will be relying on your consent as the legal basis for us to provide you with this information. You can stop receiving our promotional emails by following the unsubscribe instructions included in the emails we send. Individuals from whom we have received data through interest previously expressed in our services, products and one to one contact with our team, will be provided the option to unsubscribe from future mailings.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs, further information will be available in a cookies policy. The cookies policy for the University website can be found here:

<http://www.lincoln.ac.uk/home/termsconditions>.

## Information we may share with other organisations

We do not share your information with other organisations.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

## Information processed abroad

Your personal data is not transferred outside the European Economic Area.

## How long we keep your information

We will retain your personal information for 24 months following your last positive contact with us. Before we delete your personal information, we will contact you to see if you still wish to continue to receive information regarding the events that we hold.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

## Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

**Access** You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

**Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

**Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

**Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

**Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact Heather Smith, Business Development Officer at [HeSmith@lincoln.ac.uk](mailto:HeSmith@lincoln.ac.uk) and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. To withdraw your consent please email Heather Smith, Business Development Office, email – [HeSmith@lincoln.ac.uk](mailto:HeSmith@lincoln.ac.uk)

### How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.