



NUA Graduate Showcase Privacy Notice

Throughout this privacy notice, "University" "we", "our" and "us" refers to the Norwich University of the Arts. "You" and "your" refers to the Graduate Online Showcase profile holder.

Norwich University of the Arts (NUA) is a registered data controller. We hold personal information and comply with the requirements of UK Data Protection Act legislation. You have submitted your work to be displayed in the NUA Graduate Showcase. We celebrate your achievements and provide an opportunity to connect with prospective employers and key practitioners within industry.

You may also want to read other NUA privacy notices. In particular, if you use the NUA website, read the website privacy notice.

We do our utmost to protect your privacy. As such we have security systems and procedures to protect information from unauthorised disclosure, misuse or destruction.

What information do we hold about you?

When you submit your work for the NUA Graduate Showcase we ask you to provide contact details for prospective employers and industry engagement purposes, these may include personal email address, website, social media platforms.

Why do we hold this information?

We process your information to facilitate celebrating your achievements and to provide an online portfolio of your work for users, prospective employers and industry to engage with you.

How we use your information?

Your information will be used by the University in a number of ways. These may include, but are not limited to;

- Credit your work on your Graduate online Showcase profile.
- Carry out the functions and manage the operations of the Graduate Online Showcase.
- Facilitate industry and employer engagement.

Who might we share your information with?

Your information will be used primarily by the University to credit your work on your Graduate online Showcase profile. Where appropriate we may share data with other University departments.

We may disclose certain personal information to external organisations to carry out the functions and manage our operations or because you asked us to. These may include, but are not limited to;

- Private showcase launch; to industry contacts, prospective employers
- Public showcase launch; live on the internet
- Third parties engaged by the University to carry out the functions and manage the operations of the Graduate Online Showcase.

How long do we keep your information?

The information used in the NUA Graduate Showcase will remain on our webpage until April 2021.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it
- Request the transfer of your personal information to another party

You may request a copy of the personal information we hold about you. This is called a subject access request. If you wish to make such a request, contact the Data Protection Officer (see details under the "how to contact us" section) or download and complete a subject access request form from our website.

If you wish to correct any information about you held by us in relation to your Graduate Showcase profile please contact careers@nua.ac.uk the in the first instance.

Communications may be sent to you by post, telephone or electronic means (principally by email) depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive. To let us know how you would prefer to keep in touch with us or to request no further communications from us, contact careers@nua.ac.uk

Where you exercise your right to erasure, we will retain a core set of personal data to ensure that we do not inadvertently contact you in the future.

Other information

How to contact us

If you require further information about your rights, how your personal information is held and processed by us please contact the University's Data Protection Officer, email dataprotection@nua.ac.uk . Our postal address is Norwich University of the Arts, Francis House, 3 -7 Redwell St, Norwich NR2 4SN.

How to complain

We try to meet the highest standards when collecting and using personal information. If you have any concerns with regard to your personal information, please contact us at the above address. You have a right to complain to the Information Commissioners Office about the way in which we process your personal information. Please see www.ico.org.uk/concerns.

Changes to this privacy notice

We keep our privacy notices under regular review. This privacy notice was last updated May 2020.