



Profile 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 Profile account holder.

Norwich University of the Arts (NUA) is a registered data controller. We hold personal information about you electronically, under the requirements of the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR). We do so as you have registered to use our NUA Profile website. We do our utmost to protect your privacy. We follow security procedures regarding the storage and disclosure of information which you have given us in order to avoid unauthorised loss or access. 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 register to use our NUA Profile website the information held about you may include your name and contact details. We ask you when you register if you are happy for the Profile Team at NUA to have access to any other information you may complete, for example your CV. If you say yes, any information you complete on your Profile area is accessible to our Profile Team. If you say no, our Profile Team can only view your name and contact details.

Why do we hold this information?

We collect personal information from you to provide the service you have requested when registering for your Profile account. We process your information to facilitate your education and deliver and improve services and facilities.

How we use your information?

If you have opted to not share further information with our Profile Team, you will gain access to our jobs board and events when you log into your account with us.

If you have opted to share further information with our Profile Team, your personal information is used by the University in a number of way. These may include, but are not limited to;

- Contacting you to make you aware of employability and business support activities we offer at NUA
- Contacting you as a member of the University's alumni community after you leave
- Assessing the data to understand how we can improve our courses
- Assessing the data to understand how we can support our alumni community
- Statistical comparisons across courses and year groups
- Reporting on the impact and effectiveness of the employability activities we offer at NUA

Who we share your information with?

Your personal data may be shared between our different departments to help us understand our relationship with you.

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

- When you have given us permission to do so
- To third parties engaged by the University as approved data processors such as Digital Ocean
- Third party software systems required to facilitate our data functions (for example Donor, Azorus, Mailchimp). Some of these organisations may be based outside of the UK or the European Union. We have ensured these organisations have safeguards in place, which meets appropriate standards, to protect your personal data.

How long do we keep your information?

The information you enter into your Profile account is managed by you, and as such it is your responsibility to maintain or delete it. We will continue to store your information indefinitely or until such a time we discontinue the website. Should we do this, we will email you to advise you this is our intention. Should you wish to delete your record altogether, please contact us at careers@nua.ac.uk

Your rights

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 please log in to your account or 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.

Here is a list of all the rights individuals have under GDPR:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Please contact the Data Protection Officer for more details or with any queries. If you believe your data has been breached, please speak to the University. The Information Commissioners website provides more information on data breach rights.

<https://ico.org.uk/your-data-matters/data-protection-and-journalism/taking-your-case-to-court-and-claiming-compensation/>

Other information

How to contact us

If you require further information about 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.

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 February 2019.

Our other privacy notices

<https://www.nua.ac.uk/about-nua/data-protection/>