

This privacy notice explains how your personal data will be used when you sign up for the Creativity Lab mailing list at the University of York.

For this mailing list, the University of York is the [Data Controller](#). We are registered with the Information Commissioner's Office (ICO). [Our registration number](#) is Z4855807.

What information do we have and where do we get your data from?

We have the information which you provide us on this form.

What is our legal basis for processing your data?

Our legal basis to store your information and use it to send you emails is your consent.

How do we use your data?

The information you provide on this form will be used to send you emails about the Creativity Lab, events, activities and opportunities that may be of interest to you.

Who do we share your data with?

Your data will be shared with employees and agents of the University of York who need to have access to it in order to manage the mailing list.

In addition, we use computer software or systems to hold and manage data, including to send emails to you. These other companies only provide the software, system or storage. They are not allowed to use your data for their own reasons.

We have agreements in place when we share data. These agreements meet legal requirements to ensure your data is protected.

How do we keep your data secure?

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For more details see [our security webpages](#).

How do we transfer your data safely internationally?

If it is necessary to transfer your Personal Data outside the UK, the University will comply with our obligations under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018, and will ensure an adequate level of protection for all transferred data.

How long will we keep your data?

Your data will be kept as long as you remain on this mailing list, and will be deleted if you ask to stop receiving emails from us.

What rights do you have in relation to your data?

You have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent.

If you want to get a copy of your data, or to withdraw your consent to us holding your data, please contact us using the details below.

Questions or concerns

If you have any questions or concerns about how your data is being processed, please contact [email address, University postal address and phone number].

If you have further questions, the University's Data Protection Officer can be contacted at dataprotection@york.ac.uk or by writing to: **Data Protection Officer, University of York, Heslington, York, YO10 5DD.**

Right to complain

If you are unhappy with how the University has handled your personal data, please contact our Data Protection Officer using the details above, so that we can try to put things right.

If you are unhappy with our response, you have a right to [complain to the Information Commissioner's Office](#). You can also contact the Information Commissioner's Office by post to **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or by phone on **0303 123 1113**.