

Common Interest Groups Privacy Notice

This privacy notice is for people who sign up to one of the University's Common Interest Groups. It sets out the ways in which the University of York gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the UK General Data Protection Regulation (UK GDPR).

For the purposes of this privacy notice, University of York is the [Data Controller](#) as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found [here](#). Our registration number is: Z4855807.

Where do we get your data from and what data do we have?

We get information from you when you complete the application form and in communications with you about group activities.

What is our legal basis for processing your data?

The University needs to collect and retain certain types of data, in various formats, about you in order to manage the common interest group.

Typically, data will be processed:

- because it is necessary for our or a third party's legitimate interests;
- because you have given us your consent

How do we use your data?

The data you provide will be used to communicate with you about group activities, organise meetings and events, understand shared interests and availability, and build a community of like-minded people.

Who do we share your data with?

Your data is shared with designated administrators and coordinators of the Common Interest Groups you sign up for.

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 further information see, <https://www.york.ac.uk/it-services/security/>.

How do we transfer your data safely internationally?

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the UK. In respect of such transfers, the University will comply with our obligations under UK GDPR and ensure an adequate level of protection for all transferred data.

How long will we keep your data?

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

What rights do you have in relation to your data?

Under the UK GDPR, 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. For all other requests, see <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

Questions or concerns

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact your common interest group coordinator. You may also contact the University's Data Protection Officer at dataprotection@york.ac.uk.

Right to complain

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns.