

## **ONLINE STORE - PRIVACY NOTICE**

The University of Greater Manchester is committed to protecting your privacy and the confidentiality of information when you visit or make a purchase from the online store, as provided under data protection legislation. This privacy notice explains what information we may collect and use when you visit our online store, how the information is used and with whom it may be shared.

By registering on the University of Greater Manchester online store and agreeing to our terms and conditions you consent to the collection, storage and use of your personal data as defined in the Data Protection Act 2018 and UK General Data Protection Regulation by us under the terms of this privacy notice.

This privacy notice forms a part of, and should be read in conjunction with our online store terms and conditions available from the online store.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, it is therefore important that you check this privacy notice for updates. Any changes to this privacy policy will be published via our online store.

### **Your right to access and correct your personal information**

The University respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

Under data protection laws you have the following rights:

- request access to your personal information;
- rectify inaccuracies in your personal data;
- withdraw consent - where the University has used consent as the legal basis for processing;
- be forgotten - that is your details to be removed from the systems that we use to process your personal data in certain situations;
- restrict the processing of personal data in certain situations;
- object to the processing of personal data in certain situations;
- object to automated decision making and profiling.

### **Questions and complaints about how your data is used**

If you have any queries or concerns about the use of your personal data, please email the University Data Protection Officer at [dpo@greatermanchester.ac.uk](mailto:dpo@greatermanchester.ac.uk)

Or in writing: Data Protection Officer  
University of Greater Manchester  
Deane Road  
Bolton  
BL3 5AB

You also have a right to complain to the Information Commissioner's Office about the way in which we process your personal data at:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

Data Controller	The University of Greater Manchester (ICO Registration Number: Z5888188)		
Purpose for processing	Managing the administrative process in purchasing University short training courses, booking University events and trips and buying University merchandise.		
Legal basis for processing	<b>Category</b>	<b>Purpose of Processing Data</b>	<b>Legal Basis</b>
	Prospective purchaser of goods or services	Necessary communications	Legitimate interests Consent
	Purchase of goods or services	Fulfilment of an order	Contract Consent
		Transaction recording	Legal obligation
	Event attendees providing special category data	Fulfilment of an order	Consent
	<ol style="list-style-type: none"> <li>1. <b>Consent:</b> Article 6(1)(a), processing personal data in relation to individual(s) looking to purchase or purchasing University goods or services.</li> <li>2. <b>Contract:</b> Article 6(1)(b), processing personal data necessary for the fulfilment of the goods or services contract.</li> <li>3. <b>Legal Obligation:</b> Article 6(1)(c), processing personal data to comply with a legal obligation.</li> <li>4. <b>Legitimate Interests:</b> Article 6(1)(f), processing personal data for the purposes of communicating with prospective purchasers of University goods or services.</li> </ol>		
Whose information is being collected	Those purchasing goods and services from the University.		
What information is collected	Name, title, identifying numbers, address, contact details, telephone number, email address. Any further information provided that is relevant which may include, where appropriate: educational details, membership of professional bodies, academic/student status, attendance preferences, dietary requirements, access requirements or reasonable adjustments that may be needed.		
What Special Category data is collected	If you have provided any access requirements, reasonable adjustments or health related dietary requirements as part of your booking for a University event then we may use this information in order to accommodate your requests and support your attendance. This data will be used to ensure that we are offering an inclusive and accessible experience and that we are able to meet the needs of our customers.		

<p>Why does the University need this data and how will it be used</p>	<ul style="list-style-type: none"> <li>• Provide you with the information, products or services that you have asked for and/or</li> <li>• Facilitate your attendance at an event/course</li> <li>• Manage your customer service queries</li> <li>• Maintain your online store account</li> </ul>
<p>How is the information being collected</p>	<p>University online store website.</p>
<p>Who has access to and with whom we share personal data with</p>	<p>Your information may be shared internally for the purposes of facilitating your attendance at an event or proving a product or service that you have ordered. Members of those organising events, Finance department and those employees that are concerned with fulfilling online store orders may use your information where appropriate to access the data necessary for performing their role.</p> <p>In some circumstances, we must provide data to external organisations that require this information in order to assist in fulfilling your order. Some examples of this would be if we needed to pass on an attendance list to the host of an event that was not held on our campus, specialist support providers or details of your dietary preference to an event caterer. We do not provide data to any third parties for marketing communication reasons.</p> <p>Global Payments process all credit/debit card payments. As such, we pass your name, address and amount of your order to Global Payments. They require this information to process your payment.</p> <p>The online store is hosted and maintained by Flywire Payments Limited who will have access to personal data solely in relation to processing your order.</p>
<p>How secure is the information</p>	<p>We maintain technical and organisational security measures in order to protect your personal data. These measures include encryption and firewalled systems. Access to customer data is only permitted to authorised employees who require this information in order to process your order.</p> <p>All personal data is kept securely in line with the University Information Security Policies available at:  <a href="https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection">https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection</a></p>
<p>How long is the information kept for</p>	<p>We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.</p> <p>Please see the University Records Retention Schedule available at:  <a href="https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection">https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection</a></p>
<p>For more information on data protection:  <a href="https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection">https://greatermanchester.ac.uk/governance/documents-and-reports#dataprotection</a></p>	