



LINDISFARNE COLLEGE of THEOLOGY

Privacy Notice

Date: August 2018

Date of next review: August 2019

Lindisfarne College of Theology (LCT) has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices, which are verbal or written statements that explain how we use personal data. Organisations variously refer to these documents as privacy statements, fair processing notices or privacy policies.

To ensure that we use your personal data fairly and lawfully we are required to tell you:

- Why we collect your personal data
- How your personal data will be used
- Who your personal data will be shared with
- Your rights with regard to controlling how we use your personal data
- How to inform us of your wishes with regard to how we use your personal data.

This privacy notice is available on our website and can also be emailed to you upon request.

Data Protection Officer

The Data Protection Officer is responsible for ensuring that LCT is compliant with data protection legislation. If you have any concerns regarding the way in which LCT is using your personal data please contact the Data Protection Officer. This role is held by the Executive Director.

Telephone: 0191 270 4150; E-mail: admin@lindisfarnect.org

Retention

LCT keeps personal data for as long as it is needed and in line with the University Records Retention Schedule.

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we use your personal data. Where you have the choice to determine how your personal data will be used, we will ask for your consent. Where you do not have a choice (for example, where we have a legal obligation to use your personal data), we will provide you with a privacy notice.

Where you give your consent for us to use your personal data, you have the right to withdraw your consent at any time. Where withdrawal of consent will impact on the services we provide, this will be explained to you so that you can determine whether it is the course of action you wish to take.

Accessing your personal data

You have the right to be informed of when and how we are using your personal data and to be given a copy of the data in question. Subject access forms can be requested from the Data Controller (the Academic Administrator). Lindisfarne seeks to respond quickly to data subject access requests.

Telephone: 0191 270 4144; E-mail: admin@lindisfarnect.org

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us. You can also request that we complete any incomplete data.

Right to erasure

You can request that we erase your personal data in any of the following circumstances:

- We no longer require the personal data for the purpose for which it was originally collected
- You withdraw your consent and there is no legal basis for us to use your personal data
- You object to us using your personal data and there are no overriding legitimate grounds for us to do so
- Your personal data has been used unlawfully
- Your personal data must be erased for compliance with a legal obligation
- Your personal data has been collected from us by information society services (information society services are online services such as banking or social media sites).

Once we have determined whether or not it is appropriate for your personal data to be erased, we will inform you of the outcome.

Right to restriction of use

You can request that we restrict the use of your personal data in the following circumstances:

- You believe that your personal data is inaccurate and would like us to restrict its use until it is determined whether or not this is the case.
- The use of your personal data is unlawful and you want us to restrict its use rather than erasing it.
- We no longer require your personal data for the purpose for which it was originally collected but you require it in order to establish, exercise or defend a legal claim
- Where you have objected to our use of your personal data and wish us to restrict its use until it has been determined whether or not our legitimate interests in using it override your objection.

We will discuss with you our proposal(s) for restricting the use of your personal data and, where possible, seek your agreement.

Making a complaint

If you are dissatisfied with our use of your personal data, please let us know so that we can try and resolve the issue. If we are not able to resolve issues to your satisfaction you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: <https://ico.org.uk/>