UoR Student App privacy notice

About us

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of the provision of the UoR Student App.

The University and the Henley Business School (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are University of Reading, Information Management & Policy Services, Whiteknights House, Pepper Lane, Whiteknights, READING, RG6 6UR, UK.

This notice explains what personal information We collect, hold, and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

Data We collect about you

To provide the UoR Student App services to you, We need to collect, record, store, use, share, retain and destroy (this is known as 'processing') your personal data.

The UoR Student App collects the following personal data:

Name

Course

Course duration

This is collected for the purposes of tailoring the information on the UoR App to you (for example, to display your timetable).

Data We collect automatically

The UoR Student App collects an access token which is used to remember your device and prevent you from having to log-in each time you open and use the UoR Student App.

Our lawful basis for uses of your data

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data collected as part of your registration, or to validate and authenticate users of the UoR Student App will be necessary for the purposes of entering into, or the performance of, a contract to deliver the services of the UoR student App

If required, data used to monitor the effective functioning and security of the UoR Student App, or to assist with the maintenance of the UoR Student App, will be on the basis of our legitimate interests.

Who We share your data with

We do not share personal data processed within the UoR Student App with anyone.

Retention of your data

Your data will be processed for the duration of the time you have the UoR Student App installed on your device.

When you delete the UoR Student App, your data is archived and stored for a maximum period of 2 years of inactivity, after which your data will be deleted.

How We protect your data

Your personal information is stored securely by the University and our staff are trained about the secure handling of personal information. We use a third-party provider to host the UoR Student App and We have measures and terms in place with this provider to ensure that they also protect your data.

Your rights

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information please contact our Data Protection Office at imps@reading.ac.uk

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

Questions about this notice

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: imps@reading.ac.uk

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Contact: https://ico.org.uk/make-a-complaint/

Changes to this notice

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 15/01/21.

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

How to contact us

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

IMPS

University of Reading

Whiteknights

PO Box 217

Reading

RG6 6AH

UK.

Telephone: 0118 378 8981. Email: imps@reading.ac.uk