

## General Data Protection Regulation (GDPR) fact sheet number 4

### What to include in Privacy Notices/ Fair Processing Notices

Whenever we collect personal data from individuals we need to tell them why we want to use their data. The GDPR now requires us to provide particular information as listed below:

- The Name and contact details of the University, as well as the name and contact details for someone within the particular school / department / service that is processing the data
- The Name and contact details of the University's Data Protection Officer [Samantha Hill, Data Protection Officer, tel: 02392 843642, email [information-matters@port.ac.uk](mailto:information-matters@port.ac.uk) ]
- What we want the data for – our purposes for collecting and using the data
- Our lawful basis for processing the data (see Fact Sheet 2 – legal basis for processing for further information)
- The data that we are collecting
- Who we might share that data with both inside the University and externally
- Whether we transfer data outside of the European Economic Area (EEA). If we don't send data outside the EEA we don't need to mention this point at all
- How long we'll keep the data for
- The individual's rights in relation to their data in the particular situation covered by the notice
- Whether any decisions will be made using automated decision making processes (again, if this is not applicable there is no need to refer to this point at all)

We should provide this information at the time we collect the data from the individual, so that they are aware of what we intend to use their data for before they provide it. If we receive contact details from someone other than the individual (possibly from lead generators) we must provide all the information above within a month of receiving the contact details, as well as explaining from who / where we got the contact details.

We also need to keep this information under regular review (possibly every year) and definitely if we want to use the data for a different reason than the ones we initially said we wanted that information for – with the exception of research use: see Fact Sheet 7. In these cases we would need to write to the individuals concerned to either *notify* them of the change of use or to ask for their explicit consent to the new use (see Fact Sheet 2).

An example of a structured data protection statement can be found in the data protection statements for staff / students [[link to statements section](#)], whereas a slightly less formal example can be found in Fact Sheet 2 on consent.

For more information, please contact the University's Data Protection Officer, Samantha Hill, on ext 3642 or [information-matters@port.ac.uk](mailto:information-matters@port.ac.uk) .