



# Website Privacy Notice 2020-21

## 1. Introduction

- 1.1 This Privacy Notice explains how NMITE collects, uses, and shares your personal data and your rights in relation to the personal data we hold.
- 1.2 This notice concerns our processing of personal data for visitors to the NMITE website. NMITE is the data controller for your personal data and is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.3 We are a controller of your information which means that we are responsible for looking after it. We will use your personal data fairly, lawfully and in a transparent manner, and in accordance with the Data Protection Laws.

## 2. What do the key terms mean?

- 2.1 "**Personal data**" means any information we hold about you from which you can be identified. It may include contact details, identification numbers, other personal information, photographs, and expressions of opinion about you or indications as to our intentions about you.
- 2.2 "**Processing**" means doing anything with the personal data, such as collecting, recording, organising, structuring, storing, adapting or altering, retrieving, accessing, consulting, disclosing, disseminating, aligning or combining, restricting, erasing or destroying or using the data in any way.

## 3. Information we may collect from you

- 3.1 We will only collect personally identifiable information (such as your name, address and contact details) or such other information as may be listed in the relevant data collection form, via the NMITE website when it is voluntarily submitted by you to us.
- 3.2 We may collect and process the following data about you for the purposes specified:
  - i. Personal details given to us by you via on-line forms will be used to provide you with information, goods, or services you have requested, such as course brochures or prospectuses. The details you provide will not be used for marketing purposes unless you have been informed of this and have expressly consented to having your details used for this purpose;
  - ii. Information provided by you via feedback forms or questionnaires will be used in our legitimate interest so to improve our site;
  - iii. Information provided by you when reporting a fault with the NMITE Website will be used for the purposes of rectifying that fault in accordance with the legitimate interests of NMITE;
  - iv. If you contact us we may keep a record of that correspondence so as to deal with and/or respond to that correspondence as is necessary for the performance



of any contract with you or in order to take step at your request prior to the entering into of a contract and/or where such processing is in the legitimate interests of NMITE;

- v. Personal data provided as part of any online application process for an employment opportunity shall be processed so as to allow us to process and evaluate the merits of that application in accordance with our legitimate interests;

3.3 We may also use personal data which you provide to us in any of the ways listed above and in the following ways:

- i. To deal with and/or respond to any enquiry or request made by you prior to entering into any contract or agreement with NMITE or as a result of such contract or agreement;
- ii. To ensure that content on the NMITE Website is presented in the most effective manner for you and your computer in accordance with our legitimate interests;
- iii. To carry out our obligations arising from any contracts entered into between you and us;
- iv. To allow you to participate in interactive features of the NMITE Website, if/when you choose to do so whether this be prior to you entering into any contract or agreement with the University or as a result of the same;
- v. To comply with a legal obligation to which NMITE is subject;
- vi. To notify you about any changes to NMITE or the courses or services offered where it is in our legitimate interests to do so and where you have expressed an interest in the same previously or where such notification is required so as to allow us to perform any contractual agreement with you or where you have expressly opted in to receiving such communications.

3.4 If you do not want us to use your personal data in any of the ways set out above you can opt out of receiving communications from us at any time thereafter by clicking the “unsubscribe” or “opt out” link in any such communications.

## **4. How we keep your data safe**

- 4.1 NMITE takes the security of your data seriously. The organisation has internal policies in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties.
- 4.2 Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **5. How long is your information kept**

- 5.1 The GDPR and DPA 2018 require that personal data should be kept for no longer than is necessary for the purposes for which the personal data are processed (except in certain specific and limited instances).



Please contact [DPO@nmite.ac.uk](mailto:DPO@nmite.ac.uk) for further information.

## 6. Who has access to your data

- 6.1 Information about you will only be disclosed to relevant employees of NMITE, and will not be revealed to third parties unless we are under a legal duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any agreements that may be entered into between us; or to protect the rights, property or safety of NMITE, its students, employees or others. This includes exchanging information with other companies and organisations for the purposes of fraud prevention and credit risk reduction.

## 7. Your rights

- 7.1 Under the Data Protection Laws, you have the right to:
- i. Request access to your data (commonly known as a 'subject access request'). This enables you to receive a copy of your data and to check that we are lawfully processing it.
  - ii. Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate data we hold about you.
  - iii. Request erasure of your data. This enables you to ask us to delete or remove your data in certain circumstances; for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
  - iv. Object to processing of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing for this reason. You also have the right to object where we are processing your data for direct marketing purposes.
  - v. Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data; for example, if you want us to establish its accuracy or the reason for processing it.
  - vi Request the transfer of your data to another party.
- 7.2 If you have any questions, comments or concerns about how we use or handle your personal data, please contact the Data Protection Officer at [DPO@nmite.ac.uk](mailto:DPO@nmite.ac.uk)
- 7.3 If you are not content with how we handle our information we would ask you to contact our Data Protection Officer to help you. However, you do also have the right to complain directly to the Information Commissioner via their website [www.ico.org.uk](http://www.ico.org.uk) or via post at:
- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.



## **8. Links to external websites**

- 8.1 The NMITE website contains links to and from external websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites. The provision of a link on our site to an external website should not be taken as an endorsement by NMITE of that external website and its content.

## **9. Changes to this Privacy Notice:**

- 9.1 This privacy notice may be updated from time to time so you may wish to check it each time you submit personal information to NMITE.

This privacy notice was last updated in November 2020