



Freshers Week Priority Mailer List

Your personal information

The University of Lincoln Students' Union (ULSU) collects personal information about you when you provide your email address on the lincolnsu.com/freshers website. We use this information to contact you regarding news, updates, and marketing messages with specific reference to ULSU's Freshers Week. This notice explains more about how we use your personal information.

- [What information we collect about you](#)
- [How we use your information](#)
- [Information we may share with other organisations](#)
- [Information processed abroad](#)
- [How long we keep your information](#)
- [Accessing your information and other rights](#)
- [How to object or withdraw consent](#)
- [How to contact us](#)
- [How to complain](#)

[What information we collect about you](#)

We collect information about you when you consent and provide your email address at lincolnsu.com/freshers.

Keep your details up to date by contacting communications@lincolnsu.com with any updates required.

[How we use your information](#)

We collect information about you to allow us to contact you with updates regarding events, marketing, line-ups, listings, merchandise, and general information for the official Students' Union's Freshers Weeks.

[Information we may share with other organisations](#)

Any information provided is for internal purposes and will not be shared with any external organisations other than those used to facilitate our mailing services.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

No information is transferred outside the EEA.

How long we keep your information

We will keep your information on record until October 2018.

If you access additional Students' Union services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

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| Access | <p>You have the right to request a copy of any personal information we hold about you.</p> <p>If you would like a copy of any of your information, please contact the Data Protection Officer on the details below. Your request will be processed within a month.</p> |
| Portability | <p>If you have provided information on the basis of your consent or for a contract, then you can request a digital copy, so you can send it to another organisation.</p> <p>To request a copy please contact the Data Protection Officer on the details below. Your request will be processed within a month.</p> |
| Correction | <p>If any of the information we hold about you is incorrect or incomplete, then please let us know. You have the right to have your information corrected so that we hold accurate records about you.</p> |
| Erasure | <p>This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the Students' Union to keep it, or you withdraw consent that you have previously provided, or you object and there are no overriding grounds to keep it or if it is unlawful to continue to keep it.</p> |
| Restriction | <p>You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of</p> |

the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Data Protection Officer can be contacted by email on compliance@lincolnsu.com or by post at: Data Protection Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information, then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact compliance@lincolnsu.com and explain your objection.

If you have provided your consent for the use of your personal information, then you can withdraw this consent at any time. Consent can be withdrawn by directly contacting communications@lincolnsu.com who will facilitate your request.

How to contact us

For general enquiries please call 01522 88 6006 or write to University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <https://lincolnsu.com/your-union/staff-team>.

If you have a query about your personal information rights then please contact the Data Protection Officer by email on compliance@lincolnsu.com or by post at Data Protection Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights, and you wish to lodge a formal complaint, then please follow the University of Lincoln Students' Union Complaints policy, a copy of which can be found in the footer of the LincolnSU.com website. Complaints should be made to the Chief Executive Office, by email on ceo@lincolnsu.com or by post at Chief Executive Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.