

Your personal information

The University of Lincoln Students' Union Group collects personal information about you when you sign up to one of our mailing lists, purchase an event ticket or use our venues. We use this information to provide you with information about upcoming events that you may be interested in and to facilitate your usage of our venues.

This notice explains more about how we use your personal information.

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What information we collect about you

We primarily collect information about you:

- When you sign up to the mailing list on the Engine Shed website. We will collect your email address.
- When you purchase a ticket for one of our events, we will collect your personal details related to this purchase.

Keep your details up to date by contacting communications@lincolnsu.com.

How we use your information

We use information about you to provide you with updated information about upcoming events that are taking place at the Engine Shed.

We may provide you with information about offers and promotions relating to events taking place in the Engine Shed.

If you purchase a ticket for one of our events, we will use your information in order to provide you with the relevant ticket, entry to our venues and in accordance with our legal obligations.



We use CCTV across our offices and venues for safety and security.

The Students' Union occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the Students' Union website can be found here:

<https://lincolnsu.com/data-protection>.

Information we may share with other organisations

We may need or want to share your information with other organisations, these are provided below.

If you purchase a ticket for one of our events, we may share your information with one of our ticketing agents in order to facilitate your order and entrance to our venue.

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 personal data is transferred outside the European Economic Area (EEA).

How long we keep your information

We will keep your personal data only as long as necessary for the purpose(s) for which it was collected (unless otherwise advised) and in accordance with the Students' Union's records retention schedule.

Data will be kept securely and destroyed when no longer required. The Students' Union may also decide to archive some data. For more information regarding the retention of your personal data please contact the Data Protection Officer using the details below.

Accessing your information and other rights

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

Access	You have the right to request a copy of any personal information we hold about you. 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.
Portability	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.

To request a copy please contact the Data Protection Officer on the details below. Your request will be processed within a month.

Correction	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.
Erasure	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 is no overriding grounds to keep it or if it is unlawful to continue to keep it.
Restriction	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 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 contacting compliance@lincolnsu.com who will consider your request accordingly with data protection laws.

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.



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STUDENTS'
UNION

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 Group 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 complaints@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 123 111