

# Privacy Notice – Next of Kin Individuals and Nominated Person Consent

## Your personal information

The University of Lincoln is registered as a data controller with the Information Commissioner's Office for the purposes of relevant Data Protection legislation.

The University of Lincoln holds and processes limited personal data of its students. This information is provided to the University by the relevant student.

### **Personal Data**

Personal data is data relating to a living individual who can be identified from that information or from that data and other information in the University's possession. E.g., name, address, telephone number.

### **What information we collect about you**

The University will process your information in accordance with relevant Data Protection legislation. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up-to-date, held only as long as necessary, and not disclosed to any third party unlawfully.

Any breach of relevant Data Protection legislation is considered to be an offence, and in that event, the University disciplinary procedures will apply.

### **Next of kin**

We collect information about next of kin when a student enrolls at the University of Lincoln.

Specifically, this information is:

- Forename
- Surname
- Relationship to student
- Telephone number

It is necessary for the University to process this data in order to perform a task in the public interest. Specifically, to ensure that next of kin can be contacted in case of an emergency.

### **Nominated person consent**

We collect information about nominated person consent when a student enrolls at the University of Lincoln.

Specifically, this information is:

- Forename
- Surname
- Telephone number

It is necessary for the University to process this data in order to perform a task in the public interest. Specifically, to ensure that the nominated person can be contacted in cases where a wellbeing concern is emerging.

### **How we use your information**

Within the University, personal data may be shared between colleagues who legitimately need the information to carry out their duties.

### Information we may share with other organisations

In certain circumstances, the University may have to share your personal data with third parties outside the University for other purposes without your consent. This will only be if:

- Disclosure is necessary to protect the student's vital interest. e.g., in the case of a missing person.
- Disclosure is made to assist with prevention or detection of crime, or the apprehension or prosecution of offenders.
- Disclosure is required by a Court Order.
- Disclosure is necessary to assist the University to obtain legal advice.

### Information processed abroad

No information provided to the University throughout employment or through the subsequent arrangement with a third party is stored outside of the EEA.

### How long we keep your information

- Next of kin and Nominated Person consent information - is held in line with the University of Lincoln's Data Retention Schedule.

The University's records retention schedule can be accessed on the Data Protection portal site at: [https://ps.lincoln.ac.uk/services/registry/Secretariat/IC/Data\\_Protection/SitePages/Home.aspx](https://ps.lincoln.ac.uk/services/registry/Secretariat/IC/Data_Protection/SitePages/Home.aspx)

### 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 Information Compliance team on the details below. The team will process your request 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 Information Compliance team on the details below. The team will process your request 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 University 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.

### **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 the Information Compliance Officers and explain your objection. They can be contacted on the details below.

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 the Information Compliance team who will consider your request in accordance with data protection laws.

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, 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, then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, 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](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.