

University of St Andrews – use of your personal data – 50 years of psychology at the University of St Andrews

Introduction

This privacy notice introduces your privacy rights and how the University makes use of information surrounding the celebration of the *50 Years of Psychology at the University of St Andrews*.

Who we are and how you can contact us

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK (“the University”). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer (“the DPO”) by email dataprot@st-andrews.ac.uk or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

How we gather personal data

Your personal details are collected when a booking for the event and/or dinner is made. If you wish you can opt to provide your details for publication on the website and programme that support the celebration. This is entirely your choice; if you choose to do so and then change your mind, please let staff in the School of Psychology and Neuroscience know. Photographs and video may also be taken by the University at the event – to publicise the event and for archival purposes; if you do not wish to be photographed or filmed, please advise University staff who will be identifiable.

How we use your personal data

Your personal data is used to plan and manage the celebration; this may include payment details where a booking for dinner is made. The University makes use of a third-party (WPM Education) to process credit/debit card details.

This event will be photographed by the University or agents thereof, which may be used to promote that event via media outlets and/or published on the University website and the University’s Facebook and other social media channels.

The University will rely on the legal basis of contract to manage and provide events which have booked, and consent for voluntary elements e.g. inclusion of personal details in the event programme.

Keeping your personal data

Information about bookings/registration will be destroyed 1 year after the event. Imagery and publicity information may be kept for longer.

Your privacy rights

Please contact the University DPO who can advise on what privacy rights are available, and how these can be exercised.