



UNIVERSITY OF
LINCOLN

Student Privacy Notice

Estates

The Estates Department collects personal information about you when you are accessing University spaces using your student ID card. We use this information to make sure Estates Department gives you access to the areas required. We also collect personal information from the University Student Records System to enable members of staff to make hard and soft maintenance requests through the Estates Departments CAFM system. We also use your location data to enable us to communicate any disruptive or high impact works taking place in the buildings you are located in.

What information we collect about you. We collect information about you when you access University spaces using your student ID card. This will include – name, email address, location, department / school and telephone extension. The same information is passed to our CAFM system to enable students to make maintenance requests.

Keep your details up to date by contacting the Estates Support Desk on 01522 886777 or emailing estatesupport@lincoln.ac.uk

How we use your information. Your information may be used in response to lock audit trail requests. These must be approved by Heads of School or Professional Service and are limited to security or health and safety related issues. Your information is also used to enable you to make maintenance requests in the Estates Departments CAFM system. This also allows us to contact you by email or telephone to pass on any updates in relation to those requests. We also use your location data to enable us to communicate any disruptive or high impact works taking place in the buildings you are located in.

The University 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 University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations. Your information will not be shared outside of the University.

Security and CCTV

The University operates CCTV across campus. We use CCTV across campus for safety and security.

Where lectures are recorded, advance notice will be given, including at the beginning of the lecture by the lecturer and there will also be signs in the room. Lecture slides, narration and the audio of any relevant questions may be recorded and supplied to students as an additional learning resource.

Full information can be found in the CCTV privacy notice, which you can request from our Estates Department.

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