

# Pre-Order of Graduation Clothing

## Your personal information

The University of Lincoln collects personal information about you when you order your graduation clothing. We use this information to provide the company with your name so they can put it on the clothing. This notice explains more about how we use your personal information.

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### What information we collect about you

We collect information about you when you order your clothing is your full name, email address, postal address inc. postcode and a contact telephone number.

In case any of your personal details change after you order clothing, keep your details up to date by emailing [uol\\_shop@lincoln.ac.uk](mailto:uol_shop@lincoln.ac.uk)

### How we use your information

We collect information about you to in order to send out the graduation clothing you have order from the University of Lincoln Store. The information is entered by yourself and will be used by ourselves to send the item/s to your home address.

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: <https://www.lincoln.ac.uk/home/abouttheuniversity/governance/universitypolicies/websiteandpublicationsinformationliability/>.

### Information we may share with other organisations

The information provided by yourself will only be used by University of Lincoln Store. The Students first and surname will be provided to the supplier for this to be printed onto the clothing.

Sports & Leisure Brands Limited is the name of the supplier used.

The supplier acts strictly on our instructions and must not use the information for its 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**

Your information will not be processed outside of the UK or abroad.

### **How long we keep your information**

We will keep your information to graduation date plus 60 days, after which it will be deleted.

If you access additional University 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:

**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.

The Information Compliance team can be contacted 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 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 Katie Rayner [uol\\_shop@lincoln.ac.uk](mailto:uol_shop@lincoln.ac.uk) and explain your objection.

### **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.