

Privacy Notice

Ambassador Management Privacy Notice

Marketing and Student Recruitment, Schools Engagement and the Institute of Social Impact and Innovation manage and review Ambassadors. These teams are part of the University of Northampton (UON), who is the Data Controller for your information.

The Data Protection Officer can be contacted by emailing dpo@northampton.ac.uk.

Or by writing to:

The Data Protection Officer, Vice Chancellor's Office, Senate building, Waterside Campus, University of Northampton, NN1 5PH

This privacy notice explains how we use your personal data and how you can exercise your rights regarding that information.

Information we are collecting about you

- Full name
- Date of birth
- Home city
- Home postcode
- Ethnicity
- Email address(es)
- Contact telephone number
- Course of study
- School attended previously
- Year of Graduation
- Whether your parents went to university or not (optional)
- Whether you are a care leaver (optional)
- Accessibility requirements as required
- Student ID / UCAS number as required

What is the source of the personal data?

When you register interest through our webform we collect your information.

Why we are collecting your personal data

This information is gathered for the management and administration of your job role.

How we are going to use your personal data

The University may use your information to provide a range of communications with you (by email, telephone, or text message), including the promotion of benefits and services, notification of events, for programmes involving academic and administrative departments and surveys.

Tools may be used to monitor the effectiveness of our communications with you, including email tracking, which records when an email from us is opened and/or how many links are clicked within the message. The data from this tracking are generally used in way that does not identify you.

We will use your data in the management of your role and to enroll you onto training programmes.

We will use your information to evaluate the impact of the University's Widening Access funding in relation to the institutions Access and Participation Plan.

The lawful basis for processing your personal data

- **Consent under Article 6(1)(a) of the UK GDPR**

When you register interest through our webform we ask for your consent to process your data.

- **Performance of Contract under Article 6(1)(b) of the UK GDPR**

If you are a Student Ambassador, your data is processed on the lawful basis of Contract.

- **Public task under Article 6(1) (e) of the UK GDPR**

It is in the Public Interest for us to do this, and we will only use the data for the said research and evaluation.

- **Legitimate Interest under Article 6(1)(f) of the UK GDPR.**

Who are we sharing your personal data with?

We share this information only with internal teams within UON, including Unitemps, Staff Development, Schools Engagement and Marketing and Student Recruitment. The intention behind this shared resource is to improve mutual understanding, by enhancing the quality of our communication at all levels and developing a better appreciation of our relationship with you.

For more information on HEAT's privacy notice can be found [here](#).

How long we will process your personal data for

For student recruitment-related events and Ambassador management, we will process your data and track the data for 15 years. We will use your information to evaluate the impact of the University's Widening Access funding in relation to the institution's Access and Participation Plan. It is in the Public Interest for us to do this, and we will only use the data for the said research and evaluation.

What are your rights and how can you enforce them?

- Right to withdraw consent
- Right to be informed
- Right of access
- Right of rectification
- Right to erasure
- Right to restriction
- Right to object
- Right to data portability

Please note the above are not absolute rights as this is dependent upon the lawful basis that is being relied upon.

Should you wish to exercise any of your rights mentioned above under the UK GDPR, please contact Data Protection and Information Governance team by sending an email to dpo@northampton.ac.uk.

How you can complain

In the first instance, you can refer your complaint to the Data Protection and Information Governance team by email at dpo@northampton.ac.uk.

If your complaint is not related to the data protection matters, refer it to [generic email address of the department].

If you are not satisfied, you can send your complaint to the Information Commissioner's Office either by:

- Phone: 0303 123 1113
- Website: [ICO Complaints](#)