



Privacy Notice

Information you need to know:

The Department of Genetics & Genome Biology is part of the College of Life Sciences at the University of Leicester. The University is the data controller, and the Data Protection Officer is Parmjit Singh Gill: dpo@leicester.ac.uk

The information we are collecting:

This tool will collect the following personal information regarding yourself and the person or person(s) responsible for the resource that you are completing the form for:

- First and Surname;
- Email address.

The personal data collected will be restricted to the name (first and surname) and Email address of the entering user and the person or persons responsible for the resources, should they be different.

How we will use this data:

The details collected for the user entering the details will only be used to verify them should they wish to save the profile and return to view, edit or download it at a later date. These details will not form part of the resultant profile details.

However, the details entered for the primary contact for the resource (which are compulsory) comprising of First and Surname as well as an Email address will form part of the resultant profile, and so it is responsibility of the user entering these details, to ensure that they have sought the necessary approvals to be able to share them.

Our legal basis for processing the data:

The data provided by the inputting user is being collected in accordance with GDPR Article 6(1) (f), it is the legitimate interests of the University to hold contact details of the person(s) responsible for the bioresource.

Who we are sharing data with:

Profiles will be stored on the University of Leicester's servers (should the entering user choose to save them) and will only be visible to the entering user, the internal development team (for the purposes of assisting the entering user) and the internal IT teams of the university (in their normal course of maintaining the servers). No other university staff will be able to view the profiles.

No-one external to the university will have access to them unless the user entering the profiles chooses to a) share their access link to the profiles or b) downloads the profiles they create and shares them separately.

Your rights and how to enforce them:

The data subjects (either the user entering the data or any other persons whose personal data that they enter, have the following rights:

- To access their data
- To request rectification of their data
- To object to the use of their data
- To restrict use of their data

A data subject may exercise their rights by contacting The University Information Assurance Team: ias@leicester.ac.uk

Complaints to the Information Commissioner's Office:

The Information Commissioner can be contacted at: Wycliffe House, Water Ln, Wilmslow SK9 5AF. T: 0303 123 1113 w: www.ico.org.uk.