

Privacy Statement

Introduction

Learning on Screen is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Personal data is any information relating to an identified or identifiable living person. Learning on Screen processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data. To find out more about our specific processing activities, please go to the relevant sections of this statement.

Our processing activities

To find out more please go to the sections of this statement that are relevant to you.

- Learning on Screen Members, Courses and Events Attendees, Facilities Hire Users, Project and Research Participants ('Users') - Suppliers and Finance (including subcontractors and individuals associated with our suppliers and subcontractors)
- Visitors to our website (learningonscreen.ac.uk and bufvc.ac.uk)
- Visitors to our office

Security

We take the security of all the data we hold very seriously. We have a framework of policies and procedures in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure. If a breach were to occur Learning on Screen will respond to such instances in line with the requirements of GDPR.

When and how we share personal data

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

- **Third party organisations that provide applications/functionality, data processing or IT services to us**

We use third parties to support us in providing our online services and to

help provide, run and manage our internal IT systems. For example: providers of information technology, cloud based software as a service provider, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.

- **Auditors and other professional advisers**
- **Law enforcement or other government and regulatory agencies; or other third parties as required by, and in accordance with, applicable law or regulation**

Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable laws and regulations, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

Individuals' rights and how to exercise them

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller and include further information about the rights that individuals have and how to exercise them below.

Access to personal data

You have a right of access to personal data held by us as a data controller. This right may be exercised by emailing us at ask@bufvc.ac.uk. We may charge for a request for access in accordance with applicable law. We will aim to respond to any requests for information promptly, and in any event within the legally required time limits (currently 40 days).

Amendment of personal data

To update personal data submitted to us, you may email us at ask@bufvc.ac.uk or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.

When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

Withdrawal of consent

Where we process personal data based on consent, individuals have a right to withdraw consent at any time. We do not generally process personal data based on consent (as we can usually rely on another legal basis). To withdraw consent to our processing of your personal data please email us at ask@bufvc.ac.uk or, to stop receiving an email from Learning on Screen, please click on the unsubscribe link in the relevant email received from us.

Other data subject rights

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability.

If you wish to exercise any of these rights, please send an email to ask@bufvc.ac.uk

Complaints

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to ask@bufvc.ac.uk. We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office (ICO). For further information on your rights and how to complain to the ICO, please refer to their <https://ico.org.uk/>

Changes to this privacy statement

We recognise that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

This privacy statement was last updated on 18 May 2018 and is compliant with GDPR.

Data controller and contact information

The data controller is Learning on Screen with its registration address at 77 Wells Street, London W1T 3QJ.

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Privacy Officer
Learning on Screen
77 Wells Street
London
W1T 3QJ
Email: ask@bufvc.ac.uk
Phone: 020 7393 1500