

UPPScale (University Practice Partnerships: Sustaining collaboration across learning environments) Online Resource Bank Privacy Notice

What is the UPPScale Online Resource Bank?

The University Practice Partnerships (UPPScale) project has set up an online resource bank that is freely available to all who visit the UPPScale website.

We collect and process data in line with the aims of sharing educational resources on the online resource bank on the UPPScale website. This notice should be read in conjunction with the University's [research participant privacy notice](#)

The University is registered as a data controller with the Information Commissioner's Office under registration number Z7546246 and its Data Protection Officer can be contacted at dpo@plymouth.ac.uk

The Data Protection contact for the UPPScale online resource bank is Rowena Passy. She can be contacted via email at R.Passy@plymouth.ac.uk

Why do you collect my data?

The University collects the contact data of contributors to the resource website for the following purposes:

- To engage in discussion over the form and content of the resource(s) provided
- To maintain a record of contributors so that, should a contributor wish to delete the resource from the online bank, we will know which resource should be deleted. If all resources from this contributor have been deleted, his or her contact details will also be deleted from the project records.

How do you collect data about me?

The University will only collect the information you provide directly via email.

What data do you collect?

From the information you offer us we will collect and maintain records of summary data about you, including name, email, and resource(s) contributed.

Any data you provide will be stored securely on our UPPScale resource bank database. It will be treated confidentially and in accord with current data protection legislation.

What will you do with my data?

We will use your data to identify any resources that you may wish to delete. In the event of any major changes to the website, we may contact you to confirm that you are willing for us to continue to host your resource(s).

What is the lawful basis for processing personal data?

The University must have a lawful basis in order to process personal data. For the purposes above these have been identified as follows:

The University's charitable objective is the advancement of education and research for the public benefit so in using your personal data in research we are doing so to perform a task in the public interest.

The University may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

If consent is required for any additional uses of your personal information, including your image and more sensitive personal information, we will collect it at the appropriate time and explain this to you. Where the University is processing your data on the basis of your consent, you can withdraw your consent at any time by e-mailing R.Passy@plymouth.ac.uk.

Will my data be shared?

Where there is a legitimate need or statutory obligations the University will disclose necessary personal data to third parties. On occasion, the above types of sharing may involve the transfer of your personal information outside the European Economic Area. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

How long do you hold my data?

Details of how long your personal data will be retained are available in the [Records Retention Schedule](#). For data of this nature it will be retained as long as the website exists.

Data will be securely held on a password protected database.

What rights do I have?

As a data subject you have a number of rights in relation to your personal data. You can:

- Access and obtain a copy of your data on request.

- Require the University to amend incorrect or incomplete data.
- Require the University to stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing.
- Require us to erase your personal data.
- Require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal).

If you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, please email: dpo@plymouth.ac.uk.

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with you can take your complaint to the Information Commissioner's Office (ICO) for a review. They can be contacted at casework@ico.org.uk.

Changes to this notice

This privacy notice is reviewed annually or when required to ensure compliance with data protection legislation. If significant changes are made to this notice and the way we treat your personal information we will make this clear and may seek to communicate this directly to you.