



PRIVACY NOTICE: COMMON AWARDS STUDENT FOCUS GROUP

Your Personal Data – the information we collect about you and what we do with it

About us

Durham University is a UK Higher Education Institution. For more information please see www.dur.ac.uk. Durham University is what is known as the Data Controller of the personal data you provide to us.

Information we hold about you

Durham University takes responsibility for the lawful, fair and transparent use of the data you submit to us through online registration processes. When you register your interest in a focus group, we will collect personal data such as your full name, email address, place of study, and programme/mode of study. We will collect this via an online registration process.

How we will use information about you

We will use this information for the purposes of ensuring that there is a broad representation of the Common Awards student population in attendance.

An audio or video recording of facilitators and participants may be taken during the session. This will be held for the purposes of minute-taking only, and the recording will be deleted once it is no longer required for this purpose.

How we keep your information

All the personal data we handle is processed by Durham University staff, and held securely in accordance with the University's [Data Protection Policy](#).

Your personal data will be held separately to any other records the University holds about you. For example, if you have a student record, the information provided in this form will not be stored as part of that record.

We do not share or sell your information to other organisations.

How long we keep it

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Specific time periods are set out in the [University Records Retention Schedule](#).

What are your rights?



If you want to see the information the University holds about you, or if you want any information corrected or deleted, please contact us using the details below.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted on the details below.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not in accordance with the law you can complain to the UK Information Commissioner's Office (ICO). See www.ico.org.uk

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