

## Privacy Notice - University of London Institute in Paris

This privacy notice contains general information for University of London Institute in Paris and provides links to privacy information specific to the services we provide.

### Controller's contact details

The University of London Institute in Paris is part of the University of London. The University is the controller for the personal information we process, unless otherwise stated.

For general contact for the Institute please use [contact@ulip.london.ac.uk](mailto:contact@ulip.london.ac.uk)

The University's Data Protection and Information Compliance Manager is our Data Protection Officer (DPO). You can contact the DPO at [data.protection@london.ac.uk](mailto:data.protection@london.ac.uk) or via our postal address: Senate House, Malet Street, London WC1E 7HU. Please mark the envelope 'Data Protection Officer'. Further information available at <https://london.ac.uk/about-us/how-university-run/policies/data-protection>

### Visitors to our website

For further information on visiting our website please see:

<https://ulip.london.ac.uk/privacy-and-cookies>

The legal grounds for processing our web traffic and analysis information for is the legitimate interests of the maintenance and improvement of our website. Where we use cookies for other purposes we will obtain your content using a pop-up notice and provide information on how you can set your preferences.

### Visitors to the office

When you visit the Institute premises we collect information in order to give you access to the building with a visitors pass and signing in and out where required.

The building is shared with the British Council. CCTV operates in and outside the building. Please contact [contact@ulip.london.ac.uk](mailto:contact@ulip.london.ac.uk) for further information.

If you access our Wi-Fi networks we will monitor your usage in accordance with our Acceptable Use policy <https://london.ac.uk/about-us/how-university-run/policies/information-security-and-acceptable-use-policy>

## Applying to study

There are a number of routes to apply to study at ULIP. Undergraduate applications are made via UCAS. Some of our MA programmes require you to apply via Queen Mary University of London. Other courses require a direct application to the Institute. The legal grounds for this processing is that collecting the data is necessary to take steps to enter into a contract. Where we collect 'special category data', regarding your health or ethnicity, we do so in order to meet our obligations to social protection law around health and safety and the Equalities Act 2010.

The University will aggregate your personal data into reports to review and improve its services. These reports will not identify individuals or result in any decisions regarding applications. The legal grounds for this processing is that is necessary for a task in the public interest, where the University is monitoring and improving access to its teaching and research. Where we run reports on health or equalities data we do so for statistical purposes.

The data of unsuccessful applicants is kept for 3 years.

## Being a registered student

Students have a specific privacy notice they can view at the following <https://ulip.london.ac.uk/student-privacy-notice>

## Working for us

Staff of the University are subject to their contractual terms and the staff privacy notice, available from University of London HR: <https://london.ac.uk/about-us/work-us>

## Being part of our alumni network

After you graduate or cease your studies the University a transcript record of your results and qualifications will be kept permanently by the University. ULIP alumni have access to a wide range of benefits and services – find out more at <https://ulip.london.ac.uk/alumni>. For further information on how we manage alumni information please see the following link: <https://london.ac.uk/support/development-office-data-protection-statement>

## Making a donation

If you make a gift, legacy or other donation to the Institute we will keep a record of your interactions with us. For further information on how we manage donor information please see the following link: <https://london.ac.uk/support/development-office-data-protection-statement>

### **Being a friend or supporter**

If you join a Friends group to get involved and support the Institute, the University will keep a record of your interactions. The legal basis for this processing will often be based on your consent, which can be withdrawn at any time. For some interactions, such as a purchase or a subscription, the legal basis will be necessary for the performance of a contract.

### **Attending one of our events**

If you attend one of our events we will need to collect your details to register. We use Eventbrite <https://www.eventbrite.com/> to manage registrations. If you have specific access requirements we will manage them as shown above in the section 'Special requirements for access to our buildings or services'. If a meeting is cancelled or the venue changes we will contact you to let you know. Some events may be photographed and/or filmed. We will ensure they or the event organisers have provided advance warning and clear signage to indicate this. If you have any questions or concerns about appearing in images taken at an event please speak to the event organisers.

### **Signing up to our mailing list**

If you sign up our mailing list we will send you news and updates until you choose to unsubscribe. An option to unsubscribe will be provided in each email. Where we use a third party mail client to provide this service, the third party will use the EU-US privacy shield accreditation if data is required to be transferred to the US.

### **Participating in a research project**

Researchers who are engaging participants in research and collecting their data will have specific responsibilities in regards to providing clear and transparent privacy information. The University's Research Ethics board monitors all research projects collecting personal data.

Where personal data is obtained by a researcher from primary source material or secondary literature (e.g. researching a living political figure from contemporary media or biographies, collating public social media handles and statements), it will be processed as necessary for the performance of a task carried out in the public interest, in this case the University's academic mission. Where special category data is processed for these purposes, the University will rely on the legal grounds of data manifestly made public by the data subject (e.g. the affiliation of a politician or activist).