EPSRC Centre for Doctoral Training in Agri-Food Robotics – Engagement with Industry Partners

Your personal information

The University of Lincoln collects personal information about industry partners if your organisation has expressed an interest in working with the AgriFoRwArdS Centre for Doctoral Training (CDT). We use this information to record your interest in working with us, to invite you to AgriFoRwArdS events and to share information relating to the CDT. This notice explains more about how we use your personal information.

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# What information we collect about you

We collect information about you when you attend our events or make an enquiry.

Keep your details up to date by emailing [agriforwards.cdt@](mailto:agriforwards.cdt@)lincoln.ac.uk

# How we use your information

We collect information about you to record your interest in working with us, to invite you to AgriFoRwArdS events and to share information with you relating to the CDT. Data is processed on the grounds of legitimate interest.  
When you attend events or make an enquiry we collect your name, business name and email address. This information is used to invite you to AgriFoRwArdS events and to advise you of AgriFoRwArdS activities.  
Information will be shared with the Universities of Cambridge and East Anglia, who established the CDT together with the University of Lincoln.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

# Information we may share with other organisations

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| University of Cambridge and East Anglia | We may share your name, business name and email address. This information is used to invite you to AgriFoRwArdS events, and to advise you of AgriFoRwArdS activities, organised by the Universities of Cambridge and East Anglia, |

# How long we keep your information

We retain your personal information only as long as is necessary, and in accordance with the University’s records retention schedule. The University’s retention schedule has been created in line with the Jisc retention schedules. The University reserves the right to change its retention schedule at any point.

Data will be kept securely and destroyed when no longer required. If you access other University services, these may keep a record of your contact, and will provide you with details of how long they keep your information. If you go on to apply and enrol as a student at the University of Lincoln further information will be collected and processed. Please refer to our separate Enrolment privacy notice at <http://lincoln.ac.uk/home/media/responsive2017/welcomeweek/PrivacyNotice.pdf>.

# Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

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| **Access** | You have the right to request a copy of any personal information we hold about you.  If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month. |
| **Portability** | If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.  To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month. |
| **Correction** | If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you. |
| **Erasure** | This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it. |
| **Restriction** | You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection. |

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

# How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact [agriforwards.cdt@](mailto:agriforwards.cdt@)lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time by contacting [agriforwards.cdt@](mailto:agriforwards.cdt@)lincoln.ac.uk.

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

# How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner’s Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](https://ico.org.uk/) and their telephone helpline number is 0303 123 1113.