

# Privacy Notice -

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## Introduction

The University's Institute of Maritime Law work-stream engages in courses and events for shipping professionals and researchers. We value your privacy and we recognise the need to process the personal information we hold about you (your data) in a fair and lawful manner.

The University is a "Data Controller". This means that we are responsible for deciding how we hold and use your data. This privacy notice is being made available to you because you are signing up to our mailing list to be kept notified about courses and events. Its purpose is to inform you about how and why your personal data will be used, and how long it will usually be retained, by us. It provides you with certain information that must be provided under the General Data Protection Regulation (EU) 2016/679) (GDPR), the UK Data Protection Act 2018, and any other relevant data protection legislation that may apply (together 'Data Protection Legislation'). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers and expressions of opinion about you or indications as to our intentions about you. Categories of data held by the University are set out below. Processing means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way.

This notice may be amended from time to time and you can obtain a current version at: <https://www.southampton.ac.uk/iml>

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## What data does the University collect?

In connection with you signing up to our mailing list we will collect, store, and use the following categories of data about you: (see examples below)

- The data you have provided, including name, email address and company name

- Any other data you provide to us to support your enquiry
- Records of all contact we have with you.

## **What if you do not provide your data?**

If you fail to provide data when given the option, we will not be able to send you marketing mailings..

## **Why does the University process data?**

We need to process your data to keep you informed of possible course and events that could be of interest to your development or area of practice.

Processing your data allows you to:

- Respond directly to your question and query
- Attend events and courses that we hold;
- Register for a Southampton event
- Request marketing brochures/flyers;

It enables us to:

- Mail you directly about invitations to events, services that maybe of interest to you, with your consent (when required);
- Track details of our communications with you and store your communication preferences, and consents (when required);
- Administer University codes of practice and policies.

## **Right to withdraw consent**

By signing up to the mailing list you provided consent to us processing your data for the purpose/s of sending you marketing information about relevant courses and events. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [c.l.brady@soton.ac.uk](mailto:c.l.brady@soton.ac.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your details and, subject to our retention record schedule, we will dispose of your data securely.

## **Processing for limited purposes**

We will only process your data for the specific purpose or purposes that we tell you about, or if specifically permitted by the UK 2018 and will only process your data to the extent necessary for that specific purpose or purposes.

## Accuracy

We always aim to keep your data accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your details change or if data we hold about you is inaccurate.

## How will your data be collected?

We obtain your data directly from you. We will always look to ensure that the third party has the lawful authority to share this information with us and has collected it from you fairly.

## How will your data be secured?

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In addition, we limit access to your data to those employees of the University who have a business need-to-know. They will only process your data on our instructions and they are subject to a duty of confidentiality.

## Holding and retaining your data

We create and hold your data electronically, we hold limited information on you. It will be kept until you advise us you no longer wish to receive mailings.

## Who has access to your data?

Your data will be shared internally within the University for the purposes of processing course and event guests list and related materials for specific events.

We will only share your data with third parties, for the purpose of them sending special offers related to the event/course if you have consented.

All third-party data recipients are required to take appropriate security measures to protect your data in line with our policies. We do not allow our third-party data recipients to use your data for their own purposes. We only permit them to process your data for specified purposes and in accordance with our instructions.

Exceptionally, we may disclose your data with a third party if required to do so: to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

## Automated decision making and profiling

None of the data collected about you will be used as part of any automated decision making or to build a profile of you.

## Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or 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 we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise these rights please use our [online form](#) or write to:

The Data Protection Officer  
Legal Services  
University of Southampton, Highfield  
Southampton, SO171BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

## Communications

If at any stage you are concerned about the content of any communications from The Institute of Maritime Law e.g. unwanted marketing information or you wish to change how we communicate with you please contact us at: [c.l.brady@soton.ac.uk](mailto:c.l.brady@soton.ac.uk)

## Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information or wish to view our Record Retention Schedule please see our Publication Scheme at:

[http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

If you are unhappy with the way that we have handled your data you can contact us at: [c.l.brady@soton.ac.uk](mailto:c.l.brady@soton.ac.uk) or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please do contact us in the first instance at: <https://www.southampton.ac.uk/iml/contact>