

## Privacy Notice

This privacy notice applies to all external persons who engage with The Enterprise Centre (TEC).

This notice tells people who are not UEA staff or students what to expect when the TEC team collects and processes your personal information. If you are a UEA member of staff or student you should read the University's privacy notices published here.

TEC is part of the University of East Anglia (UEA). UEA is a registered data controller and will collect and process information in accordance with UK data protection legislation.

### Our responsibilities

TEC is responsible for promoting, supporting and managing the administration of:

- Tenanted workspace within TEC, including virtual tenancy, and supporting the development of tenant businesses.
- Event, conference and meeting space within TEC.

### How we collect your information

Most of the information TEC use is collected from you directly: either verbally, in writing or by filling in a form. We may also collect your information through automated data feeds from other UEA systems.

### The information we collect

Name, title, business, email address, home or alternative office address and telephone number, bank details, date of birth, previous roles, qualifications, home address, car registration number.

If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy.

### Why we need to use your information

We process this information so that we can support you fully in your engagement with us, whether as a tenant of the building or a client for a booking to use the building.

We will also use personal data in order to fulfil the University's contractual arrangements with businesses and individuals, and process relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

### Who has access to your information?

#### Sharing within UEA

TEC is part of UEA (the Data Controller). As such we may disclose your personal information to other staff at UEA whose roles require use of such data for any of the purposes listed above, but only to the extent that is necessary to comply with that purpose or with a legal obligation.

Information will only be disclosed on a need-to-know basis in order to support the specific activity in which we are engaging with you.

### **Sharing data outside UEA**

We will share your personal information with external parties only where:

- It is required for the purpose being collected.
- We are under a duty to disclose or share your data in order to comply with any legal or regulatory obligation.
- Your information is being processed on our behalf by a Data Processor approved by the University and where a written contract is in place. Our Data Processors are listed below (see Systems we may access)

We may also anonymise your personal information in order to share reports for internal/external management information purposes.

### **Systems we may access, use and store some/all of your information:**

- 4 Business World (UBW), UEA's funding database and finance system
- UEA internal shared drive files and Microsoft Office 365
- UEA hard copy filing systems/archives
- SPOT (Identity management system)
- UEA Debtors system (Tribal SITS:Vision, SAM)

### **Keeping your information secure when sharing**

When we share your information, all information will be categorised according to UEA's information classification and data management policy.

When we share your information with our collaborators or other third parties and if sent via email etc. this will be done so on a confidential and secure basis, using password protection or encryption where appropriate.

### **How long we retain your information**

TEC follow the University's Record Retention Schedules in relation to the storage and archiving of all information. All paper and digital data will be securely destroyed when no longer required.