



**Canterbury
Christ Church
University**

Associate Privacy Notice

This Privacy Notice outlines how Canterbury Christ Church University (the Data Controller) collects, uses, and protects personal data in relation to individuals who have an Associate status at the University. It applies to individuals in the Associate role, where 'Associate' is defined as an individual who is affiliated to the University and through that affiliation is given and/or needs to use University services. Associates do not receive any financial remuneration.

We are committed to handling your personal data responsibly and transparently, in accordance with the Data Protection Act 2018 and UK General Data Protection Regulations (GDPR) and any other relevant legislation. This notice is intended to ensure you are fully informed about how your personal information is used and the rights you have in relation to it.

You can access our Data Protection Policy [here](#).

1. What personal information do we collect about you?

When you engage with the University in relation to associate activities, we collect and retain relevant personal data. This information is used for the purposes set out in Section 3 of this Privacy Notice.

We may process the following categories of personal data about you:

- Name
- Address
- Contact details
- Details relating to your Associate role
- Details of your current employer (if your associate status is a direct result of your employment with someone other than the University).
- Details of accidents, incidents and near misses, related to the University's activities, you have reported or been involved in.

2. How do we collect your information?

The University may collect your personal data through a range of methods and sources, depending on your relationship with us and the nature of our interaction. We may collect your personal information:

- **Directly from you** – when you complete the Associate Personal Details Form or when you report incidents or accidents.

- **From third parties** – when accidents or incidents you are involved in are reported by a third party.

3. How do we use your personal data?

The University may process your personal data for the following purposes:

- Provide facilities such as IT services and library services
- Maintain accurate and up to date records and contact details
- Ensure effective general business administration
- To meet the University's requirements
- To comply with statutory and regulatory requirements, including those under the Data Protection Act 2018 and UK GDPR.

4. The lawful basis we use to process your data

Data protection law sets out reasons for collecting and processing your personal data. In this section, we outline the legal bases the University uses.

We will be processing your data under:

- **Article 6(1) (f) Legitimate Interests** *"processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child"*

We will process your personal data under this legal basis in order to provide you with facilities and ensure our records are up to date and accurate.

We may need to process your data in order to ensure we are complying with our statutory obligations and legal requirements.

- **Article 6(1)(c) Legal obligation** *"processing is necessary for compliance with a legal obligation to which the controller is subject"*

We will process your personal data under this legal basis in order to comply with our requirements under Health and Safety reporting regulations.

We may need to process your personal data to protect your vital interests or those of another individual.

- **Article 6(1)(d) Vital Interests** *"processing is necessary in order to protect the vital interests of the data subject or of another natural person"*

It will take place only where we cannot process your data under another lawful basis.

5. Who do we share your personal data with

We may share your personal data with trusted third-party service providers who act as data processors on our behalf. These partners are iTrent, StaffLearn, Civica and Halo who support with the delivery and operation of University systems, such as People Services, Health and Safety and IT management platforms. All third parties are required to handle your data securely and in accordance with data protection legislation.

We may also disclose your personal data where necessary to meet our legal or statutory obligations under the Data Protection Act 2018 and UK GDPR and Health and Safety regulations. This may include sharing information with government departments, regulatory bodies, funding agencies, or law enforcement authorities where disclosure is legally required.

Whoever we share your information with, we will only share what is relevant and necessary to perform the specific task or to meet our legal obligations.

6. How long do we keep your personal data

We retain personal data only for as long as is necessary to fulfil the purposes set out in this Privacy Notice, including to satisfy legal, regulatory, and contractual obligations. This includes our obligations under the Data Protection Act 2018 and UK GDPR and Health and Safety regulations.

In relation to the Associate role, we retain personal data for the duration of the role and for a period of three years following the end of the role. When identifiable records are no longer required for the purposes set out in this Privacy Notice, they are either anonymised or securely disposed of according to our Confidential Waste Policy.

7. How do we protect and store your personal information

We are committed to safeguarding the personal data we process and have robust internal policies and controls to prevent unauthorised access, accidental loss, destruction, misuse, or disclosure of personal data. Access to personal information is strictly limited to authorised University personnel who require it for the performance of their duties in connection with the management and administration of Associate roles.

Where personal data is shared with third-party processors, such parties are contractually required to act solely on our instructions, implement appropriate technical and organisational safeguards, and comply fully with the requirements of the Data Protection Act 2018 and UK GDPR.

8. The data controller and further information

Canterbury Christ Church University is the Data Controller for this personal data.

Please click the link below to access further information regarding:

- [The Data Controller](#)

- [The name and contact details of the University Data Protection Officer](#)
- [Where to make a complaint](#)
- [Your Rights as a Data Subject](#)
- [How to contact the Regulator](#)

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