

Your personal information

The University of Lincoln collects personal information about you when you register for the Newton Academy. We use this information to contact parents/carers to notify about upcoming workshops and associated activities, such as talks and lectures. This notice explains more about how we use your personal information:

- [What information we collect about you](#)
- [How we use your information](#)
- [Information we may share with other organisations](#)
- [Information processed abroad](#)
- [How long we keep your information](#)
- [Accessing your information and other rights](#)
- [How to object or withdraw consent](#)
- [How to contact us](#)
- [How to complain](#)

WHAT INFORMATION WE COLLECT ABOUT YOU

We collect information about you when enrol your child into the Newton Academy; this includes contact information including name, phone number, address and email address, child's name, date of birth, and any known allergies and or disabilities.

Keep your details up to date by emailing the Newton Academy at newton@lincoln.ac.uk

HOW WE USE YOUR INFORMATION

We collect information about you to enrol your child into the Newton Academy and to notify you of details of our workshops. Personal contact information is also held for emergency contact purposes. Upon enrolment, consent is sought to take photographs and to video your child at these activities. These photographs and videos are included in our annual reports, posted on the Newton Academy webpage and the Newton Academy YouTube channel. These are also used as promotional material for the Newton Academy.

The Newton Academy aims to impact future career choices of young women in STEMM. This will form the basis of a research project in conjunction with the School of Education and School of Computer Science which will follow the subject and career choices made by our participants. Parents may be contacted for this purpose, but are able to opt out of the research element of the Academy at any time. Permission to participate in the research will be sought prior to the start of the Programme.

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

We do not share personal information, images or videos with third parties.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators, if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

HOW LONG WE KEEP YOUR INFORMATION

We may keep your contact details on file for up to 10 years from the date of enrolment. The Newton Academy aims to impact future career choices of young women in STEMM and may follow up with participants for up to seven years after graduating from the Newton Academy to assess the impact of the programme.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

ACCESSING YOUR INFORMATION AND OTHER RIGHTS

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

- 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 (see 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 (see 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 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 The Newton team at newton@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 emailing a member of the Newton team at newton@lincoln.ac.uk or calling 01522 83 5437

HOW TO CONTACT US

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 or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

HOW TO MAKE A COMPLAINT

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 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 and their telephone helpline number is 0303 123 1113.