PRIVACY STATEMENT

HPCStorage

Information about you: how we use it and with whom we share it

The information you provide will be used by the University to grant access to University data storage systems and to determine which services you have access to. The information will also be used to allow service management and support and in summary form to allow capacity planning and service development. Summary information will also be used to allow service reporting and auditing (internally and information for funding agencies).

We are using information about you because you will be allocated data storage on the system to support your work for the university and the university has a duty to maintain security and availability of this data.

Information about you will only be shared with summarised aggregated form and will not be individually identifiable.
We will not share your data with any third party unless when there is a legal obligation to do so.

We will hold the personal data you provided us for no longer than 5 years.

We do not use profiling and only use automated decision-making processes to provide service, such as automated storage allocation and quota management.

Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

Please contact IT-I's Business Administrator (David.Bonas@ed.ac.uk) if you have any questions regarding this Privacy Statement.

(*link to website with remainder of privacy notice will be inserted here*)

(This part will be on the website)

Data controller and contact details

For data collected under this privacy notice, the University of Edinburgh (the "University") is the Data Controller (as that term is defined in the EU General Data Protection Regulation (*Regulation* (*EU*) 2016/679), registered with the Information Commissioner's Office, Registration Number Z6426984.
You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at http://www.ed.ac.uk/records-management/data-protection/data-protection-policy

Mandatory data sharing

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Transfers outside the EEA

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.

Your rights

You have the right to request access to, copies of and rectification or erasure of personal data held by the University and can request that we restrict processing or object to processing as well as the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email your local contact.
If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email your local contact, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

Complaints

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner's Office at casework@ico.org.uk but we ask that you raise the issue with our Data Protection Officer first.