

**University of Dundee**

**Information Governance – Data Protection**

**Template consent**

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**FOR UNIVERSITY USE ONLY – Notes on use of this template**

Consent as a basis for processing personal data must be clear, specific, informed and freely given. This template adapts the University’s Privacy Notice to include a means to secure documented consent.

Specific consent means that each element within an activity using personal data must be documented. You must be able to manage that consent process should any person wish to withdraw their consent from a single element rather than the whole activity.

For support in the use of this template, please contact [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk).

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**TEMPLATE**

**How we use your information**

To [PURPOSE] we require some of your personal data.

The personal data [YOU PROVIDE/PROVIDED BY NAMED THIRD PARTY] will be used to [USES].

The University will keep your personal data for [RETENTION PERIOD]. It will then be [DESTROYED or ANONYMISED AND RETAINED FOR AUDIT/SERVICE MANAGEMENT/PLANNING/RESEARCH PURPOSES etc].

**Personal data**

The personal data required for [PURPOSE] is [CATEGORIES OF DATA].

**Sensitive (special categories) of personal data**

The sensitive personal data required for [PURPOSE] is [CATEGORIES OF DATA].

[OR]

No sensitive personal data is required for [PURPOSE].

**Data controller**

The data controller for your personal information is the University of Dundee. Your data may be processed by the University's nominated agents such as software or service providers.

Providers used for the purpose are: [PROVIDERS].

[WHERE APPLICABLE]

Of those the following providers are based outwith the European Economic Area (EEA): [PROVIDERS].

The University has the following safeguards in place in respect of data processed outwith the EEA:

[SAFEGUARDS].

### **Lawful processing**

The University asserts that it is lawful for it to process your personal data for the purposes detailed above

[REASON(S) FOR LAWFUL PROCESSING].

The University asserts that it is lawful for it to process your sensitive personal data for the purposes detailed

above [REASON(S) FOR LAWFUL PROCESSING].

### **Consent**

[Contact details]

[IF REQUIRED]

We will respect your preferences concerning the ways in which we may contact you.

Email – yes/no

Telephone – yes/no

Mail – yes/no

SMS – yes/no

If you wish to update these at any time, please let us know by [HOW].]

[I consent to my personal data being used for the following purposes:

Purpose 1 – yes/no

Purpose 2 – yes/no

Purpose 3 etc.]

## **Your rights**

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing [LOCAL CONTACT]. If you wish to complain about the use of your information please email [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner's Office.