University of Dundee

Information Governance

Privacy notice – Professional contact information

How we use your information

The University uses professional contact information to contact employees and representatives of other organisations to promote its aims and objects, establish partnerships and other relationships and to market its programmes, products and services.

The information used by the University may have been provided by an individual, for example via a business card, or be published on a website or similar.

Personal data

The personal data used for these purposes will normally comprise name, affiliation and professional contact details such as an email address.

Special categories of personal data

Professional contact information will not normally comprise special categories of personal data, unless those professional contact details concern membership or representation of a trades union, political party or religious or philosophical body.

Data controller

The University is normally the data controller for this information once received and recorded.

The data will be processed in a variety of University administrative systems including Microsoft Office 365, Box, and enquiry management databases. The University’s service providers may be cloud-based or the information may be stored on servers owned and operated by UoDIT. Cloud-based systems may use infrastructure providers based outwith the European Economic Area. Where the University works with overseas partners, this may also require the transfer of your data outwith the EEA.

For more information on the manner in which personal data is used by the University, please see the information published here – www.dundee.ac.uk/information-governance/dataprotection.

Lawful processing
The University asserts that it is lawful for it to process personal data for this purpose in the exercise of its official authority further to the University Charter.

The University asserts that it is lawful for it to process special categories of personal data for this purpose where those data are manifestly made public by the data subject or for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1).

Your rights

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