

---

# Departmental Privacy Policy Centre for Learning and Teaching (CLT) and SOLSTICE

---

## Introduction

Respect for the privacy and security of your data is of great importance to the Centre for Learning and Teaching at Edge Hill University.

Personal data is held and processed in accordance with the General Data Protection Regulation (GDPR).

This notice specifically relates to the personal data processed by the Centre for Learning and Teaching (CLT). This notice should be read in conjunction with the University's [Privacy Policy](#).

---

## What information do we collect?

We may collect personal data in the following ways:

- If you register to attend a conference or event
- If you sign-up to our mailing list
- When you make an enquiry in person, by telephone, email or via our website

We may collect the following personal data:

- Your name

- Your job role and institution
- Contact information, including full postal address, a contact telephone number, email address
- Events and dates that you would like to attend
- Payment information (via the secure Edge Hill University online store)

We may also take photographs or video recordings of Centre for Learning and Teaching (CLT) and SOLSTICE events. In this case notice will be given.

---

## How we use the data we collect about you

We use your information to send you information relating to our conferences and events.

We may contact you via a range of communications methods (including email and telephone).

Communications may include:

- Informing you about conferences and events
- Administration relating to conference or event bookings
- Responding to your enquiry
- Invitation to complete an evaluation survey

Photographs and video recording may be used to promote publicise or explain the work of the Centre for Learning and Teaching (CLT).

---

## Further Processing

When you give us your personal information in connection with attending an event, please note that we may also use this information for internal analysis to determine how successful our events have been or how to better target them in future.

---

## Who do we share your information with?

We will only share your data with internal departments (for example, we will share dietary requirements with the catering team).

Images/recordings could be used in print and digital social media formats including printed publications, websites, e-marketing, posters, banners, advertising, film, social media, teaching and research purposes.

You can ask the University to stop using your images/recordings at any time using the contract details below, in which case it will not be used in future but may continue to appear in publications already in circulation.

---

## How do we keep your information safe?

We will not sell your personal data to third parties under any circumstances and we do not permit third parties to sell on the data we have shared with them.

The data we hold about you is stored in secure, password protected systems, and can only be accessed by staff working in the Centre for Learning and Teaching (CLT) or University.

---

## How long do you keep my information?

We may retain your data up to 5 years or until you request us to do otherwise. We remove or delete some information when it is replaced with updated information.

You can request the Centre for Learning and Teaching (CLT) to stop using your images/recordings at any time using the contact details below, in which case it will not be used in future but may continue to appear in publications already in circulation.

You are able to withdraw your consent or change your information at any time by emailing: [clt@edgehill.ac.uk](mailto:clt@edgehill.ac.uk)

---

## Your rights

You have the right to access and be informed of what personal data the University holds about you and what it is used for (please refer to the University's Subject Access Request Form).

We may change this policy at any time by posting amendments to it and without the need for consultation. Please ensure you read the policy that is in force at the time of your transaction. Any changes we make to our Departmental Privacy Policy in the future will be posted on this page.

---

## Contact details

Should you wish to contact anyone regarding your personal data or if you have any concerns about the use or processing of your data, please contact:

Data Protection Office

Edge Hill University

St Helens Road

Lancashire

Ormskirk

L39 4QP