

Gradspire Privacy Notice

About Us

This Privacy Notice explains the nature of the personal information that the University of Reading processes for the purposes of the provision of the GradSpire services.

The University of Reading (We or Us) are data controller in respect of the information that is collected via this website and that We process about you. Our contact details are The University of Reading, Information Management & Policy Services, Whiteknights House, Pepper Lane, Whiteknights, Reading, RG6 6UR, UK. Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

This Privacy Notice explains how data collected, how it is used, your rights and who is responsible for your data.

Data We collect about you

To manage its operations effectively, provide services to you, and meet certain legal re

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data collected as part of managing our relationship with you, and for internal record keeping, will be necessary for the purposes of entering into, or the performance of, a contract or agreement or where it is in our legitimate interests to deliver the services of the GradSpire Scheme, or for the performance of our public tasks in our delivery of teaching and learning or for research purposes.

Data retained for the purposes of monitoring the GradSpire scheme engagement and for statistical research and reporting purposes is processed on the basis of our legitimate interests or for the performance of a public task in the public interest.

Where We use your information to send you optional promotional materials, newsletters or event updates to a personal email address this will be where We have your consent or, where We contact you by post or phone, for the purposes of our legitimate interests.

Who We share your data with

If you register to participate in the GradSpire scheme, your personal details and CV may be shared, with your permission, with potential employers and Training and Development providers that are involved in the scheme.

Retention of your data

Your personal data will be held until you advise Us that you no longer wish to be involved in the scheme or for a maximum of 5 years, during which time We may send you a limited number of emails to confirm you still wish to hear from Us and to confirm your continued interest in the scheme.

How We protect your data

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted platforms, software or cloud providers. Where We do this, We have measures and terms in place with those providers to ensure that they also protect your data.

Keeping your Information up to date

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time by contacting: gradspire@reading.ac.uk

Your rights

Under data protection law you have the right to:

