

PRIVACY NOTICE

ABOUT US

This Privacy Notice explains the nature of the personal information that the University collects through our websites. It also explains how your data is used and informs you of your rights under data protection laws.

The University and the Henley Business School are Data Controller (**We or Us**) in respect of the information that We process about you. Our contact details are The University of Reading University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123.

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

DATA WE COLLECT ABOUT YOU

We operate a number of different websites and pages that support and enhance engagement with Us and our services, both for the benefit of students and other visitors. Some of those websites or webpages may be specific to a certain department, subsidiary or specific activities conducted across Our campuses- and may have additional information about how they collect and use personal data for their specific purposes. We encourage you to read those carefully in addition to this more general notice.

Information that We collect directly from you

We ask you for a range of personal information when you complete our online forms or applications for specific purposes: We collect personal data in order to:

- Communicate with you about events and activities at the University
- Provide you with information you have requested
- To provide you with services, to managing bookings, and administer event requirements
- To manage our websites and troubleshoot any problems
- To track the effectiveness of our websites and monitor how users interact with them

We will collect information about you if you place an order with Us for a product or service, such as a prospectus, booking a place at a conference or event or subscribing to a newsletter.

Automatic Data Collection

We collect personal information about website (s) usage through cookies (see the section on Cookies, Google Analytics and third party cookies below) and server logs, which track the IP addresses of users visiting our site and the pages they visit.

Information collected via the University's server logs includes users' IP addresses and the web pages visited; this will be used to manage the web system and troubleshoot problems.

LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Where you provide personal information in order for us to contact you or provide you with services, such as subscribing to a newsletter or joining a mailing list this will be with your consent.

Where We use your information to manage our websites and troubleshoot any problems, or to track the effectiveness of our websites and monitor how users interact with them this will be on the basis of our legitimate interests.

YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing

- Access your personal data that We process

- Rectify inaccuracies in personal data that We hold about you

HOW TO CONTACT US