

## **Privacy Notice: How *Timetabling* handles your personal data**

*Timetabling* is part of *Student Services and Admin at the University of Surrey*. We are registered as a data controller with the Information Commissioner's Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, James Newby, who can be contacted via [dataprotection@surrey.ac.uk](mailto:dataprotection@surrey.ac.uk)

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

### **What information do we collect from you?**

*The Timetabling team* holds and processes personal data about *[staff & Students who make a timetabling enquiry or book a central teaching room]*

The personal data we hold about you can consist of

- *name and URN*
- *email address and telephone extension number*
- *department*
- *details of the booking you wish to make, such as start and end times, location of room*

We only collect the data we need and keep that data up to date.

We receive this data from you when you *complete the timetabling enquiry form or Central Teaching Room booking request form*.

### **Why do we collect this information?**

The University collects only the data we need and we keep the data up to date and only for as long as it is needed. We collect your personal data on these forms in our legitimate interests, to *manage your room booking and provide you with information about your booking enquiry*.

Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data.

### **What do we do with your information?**

The University processes personal data and special category data in accordance with data protection legislation and its own Data Protection Policy. Your data is held within the *University's CMIS Timetabling system to manage room bookings*.

We do not share your information with any third parties.

### **How long do we keep your information?**

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for *3 years* and then destroyed.

### **What rights do you have in relation to the way we process your data?**

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's Privacy webpage.