

PRO² NETWORK+ PRIVACY NOTICE

The University of Bristol (“The University”) is committed to protecting your personal data and keeping you informed about how information about you is used.

This notice outlines how **the pro² network+** process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice should be read in conjunction with the University’s [top level privacy notices](#).

Types of personal data processed

In order to maintain a network of people interested in the production of digital devices that is inclusive of all those that want to take part in our events, funding opportunities and general activities we need to process the following type of data about you:

- *Name*
- *Job title*
- *Employer/place of study*
- *Email address*
- *Whether you have challenges, solutions or both in relation to digital device production*
- *Main areas of interest*
- *Ideas and/or hopes for how pro² might add value to your work*
- *Cookie and analytics data for website functionality*
- *Age (optional)*
- *Gender (optional)*
- *Caring responsibilities (optional)*
- *Experience of socio-economic disadvantage (optional)*

We also need to process the following special categories of data:

- *Whether you have any impairments, health conditions and/or learning differences (optional)*
- *Ethnicity (optional)*
- *Religious beliefs (optional)*
- *Sexual orientation (optional)*

How we collect your data and how we use it

The information we process about you is collected from a number of sources. Including a Microsoft Form which is used for registrations, Microsoft Word documents used for

funding and summer school applications and cookies on our website to enable functionality. Cookies include:

privacy_embeds

Refers to embedding external content, like YouTube videos, in a way that protects user privacy by delaying the loading of the content until a user provides consent. This prevents the automatic loading of third-party trackers and cookies until the user clicks to enable the embed, which also makes the webpage load faster. This can be implemented using tools like a WordPress plugin or by manually changing embed URLs, such as using youtube-nocookie.com instead of the standard YouTube domain.

wordpress_test_cookie

The `wordpress_test_cookie` is *used by WordPress to read if cookies can be placed*. It is functional and expires at the end of the session.

wp-settings-1

The `wp-settings-1` cookie is a technical cookie used by WordPress to store user preferences for the administration and main site interfaces, such as screen options or editor settings. It helps personalize the user's experience by remembering their customized views. The "1" typically corresponds to the user ID from the website's user database.

wp-settings-time-1

The `wp-settings-time-1` cookie is a technical cookie set by WordPress that records the time at which a user's administrative settings were last saved. It is used in conjunction with the `wp-settings-1` cookie, which stores user-specific settings for the WordPress admin and site interface, helping to customize the user's experience. This cookie has a duration of one year.

_ga

The `_ga` cookie is a first-party cookie set by Google Analytics to uniquely identify and track users across a website over a long period. It stores a unique client ID that allows the site to distinguish between a new visitor and a returning one by grouping their sessions together. The cookie has a default expiration of two years.

The above information is processed in order to monitor interest in network activities and applications for funding and our summer school.

We will use your information to enable network members to connect with each other, send communications regarding network activities that you may be interested in,

monitor the accessibility and inclusivity of our activities and contact funding and summer school applicants.

Protected characteristics data is only shared at an aggregated level (i.e. no identifiable individual data) for reporting purposes to our steering group, advisory board and funder. Personal information is anonymised on funding and summer school application forms for review purposes.

Your email address will be used for direct marketing in the form of our newsletter. You have the right to opt-out of direct marketing at any time by contacting admin@prosquared.org.

We will not use your personal data for automated decision making about you or for profiling purposes.

We will process your personal data either in ways you have consented to, or because it is otherwise necessary for a lawful purpose.

The lawful basis for us to process your personal data for the above purposes is consent – because you have agreed to it being used as set out in this notice and legitimate interests – because it is necessary for the University’s legitimate interests or the interest of a third party.

The special category data as listed above, specifically ethnicity, religious beliefs, sexuality and whether you have any impairments, health conditions and/or learning differences, is being processed for the above purposes under the following additional lawful basis: consent – because you have agreed to it being used as set out in this notice.

Sharing your personal data

Your personal data will be collected and processed primarily by University staff.

We may need to share your personal data with internal parties, for example information about funding applicants will be shared with steering group members for assessment, review and contact purposes. Aggregated data on protected characteristics will be shared with our steering group members to monitor the inclusiveness of our activities.

We may need to share your personal data with third parties. Third parties include Microsoft, as we use Microsoft forms to collect registration information, MailChimp which we use to distribute our newsletter and CampusPress who we contract to host our website.

Microsoft and CampusPress can access raw, identifiable, personal data.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third party service providers to use your personal data for their own purposes, we only permit them to process your personal data for specified purposes and in accordance with our instructions.

Please note that we may need to share your personal information with a regulator or to otherwise comply with the law, and the list above is not necessarily exhaustive.

Storage and retention of personal data

The University has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost or used, accessed, altered or disclosed in any unauthorised way.

Access to your personal data is limited to those that have a lawful and legitimate need to access it.

The data will be stored in Microsoft Forms, Excel and Teams. Protected characteristics data is stored in a Teams folder that is only accessed by two members of the team who anonymise it for analysis. The devices used to access these documents are password protected. Personal data such as network member names, emails, jobs etc can be accessed by the wider network team, all of whom are listed on the pro² website. The devices they use to access this data are also protected by passwords.

All data is processed within the UK/EEA.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the University's [Records Retention Schedule](#), holding it for the duration of the pro² network+'s existence and for up to 1 year afterwards in order to produce reports for our funders.

Your rights

Under certain circumstances, you may have the following rights in relation to the data we process:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;

- Right to request the transfer of your personal data; and
- Right to withdraw consent.

For more information on these rights please visit the University's guidance [here](#). To exercise any of the above rights please contact the Data Protection Officer via data-protection@bristol.ac.uk

Questions, comments and complaints

If you have any questions or comments regarding this Privacy Notice, please contact: **admin@prosquared.org**

You can also contact the University's Data Protection Officer at: data-protection@bristol.ac.uk.

If you are unhappy or have any complaints about how we process your personal data, we encourage you to follow our internal complaints procedure, as outlined [here](#) on our website. Should you remain dissatisfied after exhausting our internal complaints process, you have the right to raise your complaint with the [Information Commissioner's Office \(ICO\)](#).