

## Scope

- 1 The Centre for Policing Research and Learning (CPRL) and Department of Policing Organisation and Practice (POP) engage with a variety of organisations and this document applies to you if you or your organisation engages with us.
- 2 This document sets out what we do with your personal data as part of our activities.

## Who we are

- 3 The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
- 4 Where this policy refers to “we”, “our” or “us” below, unless it mentions otherwise, it’s referring to the Open University.

## What information do we collect about you, and how do we collect it?

### Information that you give to us

- 5 If you contact us with a question or comment or you attend one of our events then we will keep your personal contact information and record of correspondence, e.g. name, contact details and reason for engagement. These could include:
  - Correspondence with members and partners
  - Participation in our events
  - CPRL or POP research
  - Queries and comments you send us
- 6 Your data is held by the Centre and is stored separately to any other records the University holds about you.

### Information that we collect automatically

- 7 We do not collect information automatically.

### Information that we receive from third parties

- 8 If your information is provided to us by a colleague or a third party, we might collect this information and store the details. We might also collect/source contact information from publicly available sites on the internet.

## How do we use your personal information?

- 9 We use your data to communicate with you via post, email, phone and digital channels, so we can keep in contact with you – e.g. to send you information on our work and events which may be of use within your organisation. Also, we need to know some information about you so that we can send you the information you have requested and contact you about it if necessary. This information helps us to carry out our work as part of a Higher

Education Institution and enables us to best serve the needs of our member organisations, students and wider community. If you make a complaint or appeal in respect of your request, it is in our legitimate interest to process your personal data for this purpose.

### **Who do we share your information with?**

- 10 If you attend one of our events your name will be added to an attendee list which may be shared with other attendees.
- 11 Your information will not be routinely shared with any third parties. It is stored securely for sole use by CPRL and POP, within the University.
- 12 If we do use a third party service provider for research surveys or event planning we only disclose to them any personal information that is necessary for them to provide their service and we have a contract in place that requires them to keep your information secure and not to use it other than in accordance with our specific instructions.

### **Do we transfer information outside the EEA?**

- 13 Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems which are located within the EEA.
- 14 However, if there are times when we do need to store information outside the EEA we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. This would either be imposing contractual obligations on the recipient of your personal information or ensuring that the recipients are subscribed to 'international frameworks' that aim to ensure adequate protection. For example, we would ensure that a US based supplier has signed up to "Privacy Shield".

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

- 15 If we collect your personal information, the length of time we keep it for is determined by a number of factors including our purpose for using the information and our legal obligations.
- 16 In accordance with Open University policy our [data retention schedule](#) states that we keep identifiable records only for as long as they have a legal or business purpose.

### **Your rights**

- 17 You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details in the 'Contact us' section further below.
- 18 You have the right:
  - To access your personal information that we process
  - To rectify inaccuracies in the personal information that we hold about you

19 In some circumstances, you also have the right:

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications

20 If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) for further details.

## Contact us

21 Please direct any queries about this policy or about the way we process your personal information using the contact details below.

- Email [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk)
- Telephone +44 (0)1908 653994
- By post:  
The Data Protection Officer, PO Box 497  
The Open University, Walton Hall, Milton Keynes MK7 6AT