

### Scope

1. This document sets out what we do with your personal data as part of the activities of The Open University's Government & External Affairs (GEA) team. Our team engages with UK Government and key external organisations in England to help ensure higher education policy and funding outcomes in England are favourable for part-time, distance learning and mature students.
2. This document applies to you if your organisation engages with the Government & External Affairs team as part of the team's activities above.

### Who we are

3. GEA keeps in touch with and is responsible for the University's relationship with the UK Government, civil servants, parliamentarians, higher education policy think tanks and other organisations with an interest in higher education policy in England. The Open University (OU) is the data controller in relation to the processing activities described below. This means that it decides on why and how your personal information is processed.
4. Where this document refers to "we", "our" or "us" below, unless it mentions otherwise, it's referring to the OU.

### How we collect and hold your personal information

#### Information that you give to us

5. We collect the personal contact information that you share with us when you engage with GEA as part of our activities. Such contact information includes your name, contact details and the position and responsibilities you have within your organisation.
6. We may also take notes of any meetings with you, including the nature of the meeting, topics or themes discussed and agreed actions. We keep these for future reference, both to inform our ongoing activities and to ensure we deliver any agreed actions.

#### 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 publically available sites on the internet.

## How we use your personal information

- 9 This information helps us to carry out our **public task** as a Higher Education Institution. It enables us to best serve the needs of our students and wider community. We use your contact information so we can keep in contact with you. On occasion, this might include invitations to attend GEA-hosted receptions that are held in the interests of furthering our public task.
- 10 The information we collect in the process of our meetings with you helps us to deliver our core activities of striving to ensure higher education policy and funding outcomes in England are favourable for part-time, distance learning and mature students.

## Who do we share your information with?

- 10 Your information will not be shared with any third parties. It is stored securely for sole use by The Open University's Government & External Affairs team, within the university.

## Do we transfer information outside the EEA?

- 11 Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems which are located within the EEA.

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

- 12 If we collect your personal information, the length of time we keep it is determined by a number of factors including our purpose for using the information and our legal obligations.
- 13 We have a retention schedule for information and keep identifiable records only for as long as they have a legal or business purpose. We also carry out an annual review of our records.

## Your rights

- 14 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 following section of this document.
- 15 You have the right
  - To access your personal information that we process
  - To rectify inaccuracies in the personal information that we hold about you

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.

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

16 Please direct any queries about this document or about the way we process your personal information to our Data Protection Officer 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.