**UCanMakeChange2 Website privacy notice**

This privacy notice tells you how you can expect us to use your personal data when you create an account on the UCanMakeChange2 (UCMC2) website and app or when you email us content for the website.

Personal information (or personal data) is any information which relates to and identifies you. Data protection legislation (the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA)) set out how we should handle your personal information.

UCanMakeChange2 is an initiative managed by the University of Central Lancashire (UCLan) in Preston, United Kingdom, and UCLan is the data controller for your personal data.

When you contact us or sign up to use the UCMC2 website, we record your name, email address and (if applicable) details of the organization you work for and your role. We use this information to administer the website and to verify that you are eligible to submit material to the website or member discussions. We will only use your email address to send you marketing material if you choose to opt-in to our mailing list.

We also store any further personal information you choose to provide e.g. by posting to the members’ discussion space on the website. Posting to the discussion space is optional and you choose what information you would like to share.

The legal basis for using the information you provide to us is Article 6(1)(e) of the GDPR. This allows us to process your information when this is necessary to perform a task in the public interest. The publication and dissemination of research outcomes forms part of UCLan’s public task.

When you use the UCMC2 service, you have the opportunity to publish some information to the website. This information may be:

* Visible to anyone who visits the site - e.g. if you include your name and contact details in connection with a research summary you upload, or,
* Only visible to other members of the site – e.g. any information you post to the members’ discussion space.

If you sign up to the service via one of our data processors, they will have access to any data you provide and they will treat this as agreed in this notice. For example, People Dialogue Change (PDC), is working on behalf of UCLan to encourage people to get involved with the project, and we have a contract in place with them which means that they cannot do anything with the personal information which you give them for the UCMC2 service unless we have instructed them to do it. They will hold it securely and retain it for the period we instruct.

No other information you provide will be shared with other third parties.

We retain your information for the life of the UCMC2 project, or until you choose to delete/update your account details or request that we delete a report containing your information.

Under data protection law, you have rights we need to make you aware of, including:

* **Your right of access** – You can request copies of your personal information. All the information we hold about you can be viewed via your account on the site.
* **Your right to rectification** – You can request that we rectify or update inaccurate information.
* **Your right to erasure** **and restriction** – You can request that we delete your information or restrict its use in certain circumstances.
* **Your right to object** – You can object to any use we make of your information.

We do not have to take action on a request that you make, but if this is the case we will explain why in our response to you.

We work to high standards when it comes to processing your personal information. If you have queries or concerns or would like to exercise any of the rights referred to above in relation to information held by UCMC2, please contact [TheCentre@uclan.ac.uk](mailto:TheCentre@uclan.ac.uk).

UCLan also has a Data Protection Officer who can be contacted on [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).

If you are not satisfied with our response to your concerns, you can make a complaint about the way we process your personal information to the [Information Commissioner’s Office](http://ico.org.uk), which is the UK supervisory authority for data protection.