

LOUGHBOROUGH UNIVERSITY PRIVACY NOTICE

CVA Portal

Here at Loughborough University, we take the protection of your data and your privacy seriously and this privacy notice provides information on what personal data we collect; how and why we collect it; how we store it and for how long we keep it. This Notice will also explain how we look after your data and protect your rights in accordance with the relevant data protection legislation. By opting in (signing up to the CVA portal) you agree to your data being shared with the relevant parties.

Further information and guidance on the University's approach to personal information can be found at the University's Information Governance webpages at <http://www.lboro.ac.uk/services/registry/information-governance/>

Volunteers

What personal information do we hold about you?

- Name
- Gender
- Date of Birth
- Email addresses (Including consent to be contacted post-graduation for the purpose of the CVA Alumni Survey)
- Telephone number (although you can tick on your profile whether we can use this number to contact you or not)
- Year of study and graduation date
- Any opportunities/workshops/courses you have attended
- Any positions held, and activities undertaken
- Student number
- Any information used in applications for roles or opportunities
- Hall of residence
- Logged hours
- Disability
- Ethnicity
- Year of Study
- Degree
- Twitter Handle (not mandatory to complete)
- Linked In URL (not mandatory to complete)
- DBS documentation (can click on 'no' to suggest you don't have one or don't want to show us the document by uploading the picture of it)
- First Aid certificate (can click on 'no' to suggest you don't have one or don't want to show us the document by uploading the picture of it)
- Safeguarding certificate (can click on 'no' to suggest you don't have one or don't want to show us the document by uploading the picture of it)
- Picture/Avatar (not mandatory)
- Whether you are a Tier 4 Visa student or not

Why do we collect your information?

For communication, reporting, analytical impact and evaluative purposes.

Who has access to your data at the University?

The Coach and Volunteer Academy team (CVA) and Development Team. Select Sport Development Centre (SDC) and Athletic Union (AU) staff who are responsible for the administration of appropriate roles and opportunities, also have access to your data if you the volunteer opted in by expressing interest in the role or opportunity.

Who do we share your data with outside the University?

The CVA portal is currently hosted and administered by House of Code, a third-party organisation. They have access to the data purely for the purposes of supporting, maintaining and developing the CVA portal system. There is a data sharing agreement in place which restricts their use of the data in the system to these purposes.

Named Staff and AU Exec members from LSU and LU have access to the system for the purposes of administration and processing of opportunities. Access is allocated based on the role which the individual staff member needs to perform and is not open to all LU and LSU staff.

How long do we keep your information?

The data collected will be available for as long as the volunteer is a student at Loughborough University and is signed up to the CVA portal. The data will then be moved to archive (this is not accessible to anyone except by House of Code) 6 months after the volunteer graduates. House of Code (HOC) will hold this data in archive in case an alumnus, wishes to restore their profile on the CVA portal in the future as a community volunteer but will not use it in any way. The volunteer can request at any time for the data to be permanently deleted.

Anyone who consented to receiving communication post-graduation, the CVA Team will keep their Name and Email only as long as it remains valid.

General

Loughborough University does not sell your data to third parties or other organisations.

From time to time, Loughborough University will use your personal data to conduct analysis that will provide useful information.

Who can I contact?

If you have a general question about how the CVA Portal related data is used, please do contact us. You can contact the CVA at cva@lboro.ac.uk. Please also contact this email if you have a concern or complaint about how your data is being handled.

If you have any questions more generally regarding Data Protection at the University, then please do contact the Data Protection Officer on dp@lboro.ac.uk or write to The Data Protection Officer at Academic Registry, Loughborough University, Loughborough, Leics, UK LE11 3TU.

You may find additional useful information and the answer to your query on our Information Governance webpages at

<http://www.lboro.ac.uk/services/registry/information-governance/>

Complaints about Data Protection

If you have taken steps to have a concern or complaint about Loughborough University's handling of data resolved but are still not satisfied you have a right to lodge a complaint with the Information Commissioner's Office (ICO), who are the relevant regulator for data privacy and protection matters. The ICO can be contacted at Wycliffe House, Water Lane, Wilmslow, SK9 5AF and you will find more information at <https://ico.org.uk>.

Updates to this policy

This section was last updated In May 2021. It is reviewed, as necessary. If there are significant changes in the processing of your personal data which will impact you, we will act to inform your directly