

Privacy Notice

Terms and Definitions

The terms 'We', 'Us' 'Our' or 'the University' refer to the University Enterprise Zone Team of the University of Essex, and to the University of Essex as a whole. The term 'You' refers to entrepreneurs, investors, partners, and individuals or organisations who have either engaged with the activities of the University Enterprise Team, or expressed interest in future engagement at any stage. The term 'Marketing' refers to any communication regarding the objectives or activities of the University Enterprise Zone Team and/or the University of Essex as a whole. The term 'UEZ' refers to the University Enterprise Zone Team at the University of Essex.

The University of Essex is committed to protecting the privacy of entrepreneurs, investors, partners, and individuals or organisations who have engaged with the activities of the University Enterprise Team and being transparent in how we process and store personal data. This statement outlines how the University Enterprise Zone Team of The University of Essex handles and uses the data it collects.

If you have any queries or comments about this statement, please contact the University Enterprise Team at uez@essex.ac.uk.

What data do we collect and how?

Personal information we record and process may include:

- Biographical information (e.g. name, salutation, DOB, gender)
- Postal Addresses
- Phone Numbers
- E-mail addresses
- (If applicable) Alumni Status and Information about your time at the University, and other education history
- Your current and past professional activities (e.g. organisation name, position, industry)
- Membership of groups
- Current Interests and details of existing engagements with the University (e.g. interests in supporting particular areas of the University)
- Media coverage (e.g. news articles, blogs)
- Family and spouse/partner details
- Relationship to other individuals who are working with, working at, or supporting the University of Essex
- Registration and attendance at events
- Records of communications, meetings and marketing activities by the University
- Public records of previous investments and/or links to organisations*
- Public records and details of existing organisation.*

The information recorded will have been obtained directly from you (for example through a registration form for an event, or via registration for the Angels@Essex platform as an Investor or entrepreneur).

We store all information collected in accordance with the Data Protection Act 2018 and UK GDPR on our own secure database, which is hosted on the University's own secure internal servers and stored locally in the UK.

How long we hold your Information

We retain your details while you have an active connection with UEZ and the University of Essex. In line with our retention policy and legal requirements.

* We may gather information about you, from publicly available sources, to help us to understand more about you as an individual and your interests.

What do we do with the information?

The mission of the University Enterprise Zone (UEZ) Team at the University of Essex is to encourage businesses to work alongside the University to increase local growth and innovation by:

- Directly supporting the digital and creative sector which is a significant contributor to growth and innovation within the local and regional economy.
- Enhancing the business ecosystem on the University's campus, with greater support to early stage business inception alongside accelerator, scale-up and grow-on facilities already available.
- Showcasing the research expertise of the University more effectively to business, for the benefit of local and regional economies.
- Growing the economic impact of the University within the local and regional economy.

The UEZ team intends to achieve this mission through the facilitation of activities such as:

- **Angels@Essex** - an FCA compliant regulated invitation only equity funding platform that links angel investors to entrepreneurs with innovative ideas.
- **Space to Grow** - offers businesses access to free webinars and specialist 1:2:1 support to help these businesses grow
- **Studio X** - a newly created digital creative collaborative workspace within the Knowledge Gateway Innovation Centre
- **Work anywhere Wi-Fi** - enabling a fully collaborative, business-friendly environment on Knowledge Gateway and helping to maximise the benefits of Studio X, Space to Grow and Angels@Essex.

[Find out more about the University of Essex's University Enterprise Zone activities here.](#)

We use the personal data collected for marketing and promotional purposes. This might include:

- Communicating with you to inform of news and developments at the University which we believe will be of interest to you
- Communicating with you to inform of external news and developments which we believe will be of interest to you
- Inviting you to events and processing event registrations and ticket purchases where applicable
- Conducting surveys on the UEZ team's activities to further develop and improve the services that the UEZ team provide.

Lawful basis

Under the Data Protection Act 2018 and UK GDPR principles UEZ must have a valid lawful basis in order to process your personal data. We ensure that processing is generally lawful, fair and transparent and complies with all the other principles and requirements of UK GDPR.

Processing is defined widely and includes collection, storage, use, recording, disclosure or manipulation of data whether or not by automated means.

The UEZ team rely upon:

- **Consent** - consent for the processing of personal data for one or more specific purposes. Consent has to be freely given, opt in, specific, informed, and clearly explained with no conditions attached.
- **Legal basis** - processing is necessary for compliance with a legal obligation

- Legitimate interest - processing is necessary for the purposes of our legitimate interests and the involvement of entrepreneurs, investors, partners, and individuals or organisations who have engaged with or expressed interest in engaging with the activities of the University enterprise Team, of the University of Essex, and also of wider society, as the UEZ team's activities are aimed at increasing growth and innovation in the local area – creating opportunities and boosting overall economic productivity in Essex and the East region.

Sharing your information

We will never sell your details or share with anyone else for non-University of Essex purposes.

The University may facilitate communication between two individuals on request, but in doing so we will never release your personal contact details without your prior consent.

Control of your data and communication preferences

You are in control of your data. You have a choice about whether you want to receive information about the University, the UEZ team, and by which methods of communication. You can also request that we remove your contact details from our database or change the way we process your individual details.

Any electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations. This means we send e-mails to you only if you have consented to receive communication from us.

If you want to update your contact preferences, or personal data, please contact uez@essex.ac.uk. Our email communications contain links to opt-out of future communications, should you change your mind – but please also use the contact details above to let us know if you wish to change how, or if, you hear from us.

Should you object to the holding of your data by the UEZ team, the use of your data for any or all of the above purposes, or should you wish to amend the type of communications you receive or the way in which the University contacts you, please contact uez@essex.ac.uk. We will work with you individually and personally to ensure we are adhering to your wishes.

Your rights

Under the Data Protection Act 2018 and UK GDPR, you have a number of rights over your personal data and the way(s) in which we use it. These include:

- The right to have inaccurate personal data rectified or erased
- The right to prevent your data being used for direct marketing
- The right to access a copy of the information we hold about you (known as a Subject Access Request)

If you wish to exercise any of these rights please use our [Subject Access Request Form](#), or contact the Data Protection Officer by emailing dpo@essex.ac.uk.

If you wish to make a complaint about how we have processed your personal information, and we cannot resolve it, then you have the right to lodge a complaint to the Information Commissioner:

The Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk

For more information regarding your rights under the Data Protection Act and UK GDPR, please visit the website of the Information Commissioner's Office ico.org.uk

We keep this Policy under regular review and will update this page. You should check this page from time to time to ensure that you are aware of any changes.

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