

HENLEY LIVE PRIVACY NOTICE

ABOUT US

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of the provision of Henley Live services. Personal data within Henley Live is managed by the Henley Business School.

The University and the Henley Business School (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are The University of Reading University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

If there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk.

DATA WE COLLECT ABOUT YOU

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy (this is known as 'processing') your personal data. Over your time with Us, and as a user of the Henley Live portal, we will collect and process a number of different types of personal data.

We collect personal data directly from you in order to:

- Register and administer your account with Henley Live
- Manage appointments with you
- Administer our mentoring and networking schemes
- Undertake administration of events
- Keep in contact with you based on your communications preferences
- Advertise job opportunities
- To manage Alumni, volunteer, customer and organisation profiles and maintain records of users including employers
- To advertise and promote opportunities and activities at the Henley Business School and the University of Reading
- Additional information that you choose to provide on your profile

Our Alumni

If you are an Alumni of Henley Business School, the University of Reading, please refer to our Alumni Privacy Notice located [here](#) for more information about how we collect and use your personal data.

COOKIES

Cookies are text files placed on your computer to help us analyse how users use our site. A cookie is a small data file able to track the online movements of an individual. This information could potentially be used to build an online profile of individuals and uniquely locate them in the world.

For further information on cookies visit www.allaboutcookies.org or www.aboutcookies.org.

If you prefer not to receive cookies while browsing our website, you can set your browser to refuse cookies that are stored on your computer; the above websites tell you how to do this. You do not need to have cookies turned on to use or navigate through most parts of our website, although some functionality may be lost.

Henley Live uses cookies for the following purposes:

Cookie Type	Cookies name	Purpose
Functional, necessary and performance cookies: These help to ensure the site operates effectively, remembers your settings and preferences, and helps us to monitor the effectiveness of the site Hivebrite	addevent_track_cookie	For the button "Add to calendar" an event
	remember_user_token	Allows to keep the user session active and not ask the user to connect again
	user_ID	In order to identify the connected user
	first_user_experience	To identify if it is the first connexion of the user
	cookie_consent	To know if the user accepted the Cookies policies
	search_path	Used for the user search
	admin_id	To identify which admin users
Third Party cookies	last_linkedin_sync	Last LinkedIn synchronization date, to ask the user to synchronize his/her LinkedIn profile

	<code>_ga, _gid, _ga_thivebriteTracker</code>	Google Analytics, for tracking the traffic
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OUR LAWFUL BASIS FOR USES OF YOUR DATA

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data collected as part of your registration on the Henley Live portal, or to validate and authenticate users of Henley Live will be necessary for the purposes of entering into, or the performance of, a contract to deliver the services of Henley Live.

If you have elected to make your profile information available to other users, or have chosen to share personal information with another user this will be on the basis of consent. Users of Henley Live are responsible for their own privacy settings and should take care when sharing personal information with other users.

If you are a non-corporate subscriber and have elected to receive additional email or SMS marketing from Us this will be with your consent,

We may send additional marketing via phone or post to non-corporate subscribers or via electronic means to corporate subscribers on the basis of our legitimate interests, providing you have not previously opted out of such communications. You will have the option to object to this, and unsubscribe, at any time.

Where We use your data to make recommendations for mentoring or networking opportunities or to facilitate networking contact with other users of the portal this will be based on our legitimate interests.

WHO WE SHARE YOUR DATA WITH

Henley Live is a networking tool which helps you connect with other users. When you create an account with Henley Live your basic profile details, being your name, affiliation, and location (limited to area only and not your specific address) will be visible to other users. This will not include any information that you can control via the preference settings within Henley Live. If you do not want others to view this basic information, there are alternative ways to keep in touch and be part of our Alumni community if you choose not to use Henley Live.

You will have the option to make additional profile information accessible to others. We will not share your information with other third parties without your consent. We do not trade in or sell personal data.

We may share personal information about you where there is a legal obligation or where required by law.

Users may choose to make profile information available to others; you can manage who is able to view you're your profile settings via your privacy settings within Henley Live. Please do not post or add personal data to your profile that you would not want to be publically available to other Henley Live registered users.

RETENTION OF YOUR DATA

We will retain your personal data in line with our records retention schedules. Alumni should refer to our retention information in the Alumni Privacy Notice linked above. For non-Alumni, retention of personal data within your account this will typically be for a period between 12 and 18 months from the date of last log in.

HOW WE PROTECT YOUR DATA

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted software or cloud providers. Where we do this, We have measures and terms in place with those providers to ensure that they also protect your data. Henley Live is hosted by Hivebrite (our data processor). We have contractual measures in place to ensure our data processors are committed to protecting your personal information.

You will be asked to assign a security password to your account on registering and are responsible for ensuring the security of your own log in credentials.

KEEPING YOUR INFORMATION UP TO DATE

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time. You can view the data held by Henley Live at any time by logging into your account and viewing your profile information. Please notify us if you become aware of any inaccuracies in your personal data or have difficulty updating your details or contact preferences.

YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information please contact our Data Protection Office at imps@reading.ac.uk

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

QUESTIONS ABOUT THIS NOTICE

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: imps@reading.ac.uk

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Email: casework@ico.gsi.gov.uk

CHANGES TO THIS NOTICE

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 29/10/18

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

HOW TO CONTACT US

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

IMPS

University of Reading

Whiteknights

PO Box 217

Reading

RG6 6AH

UK.

Telephone: 0118 378 8981. Email: imps@reading.ac.uk