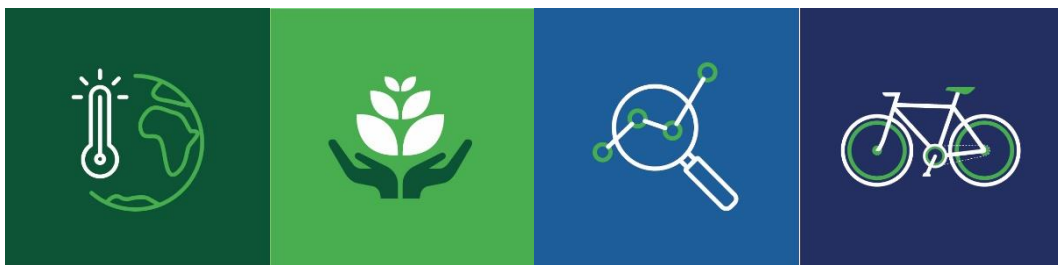


Environmental Management System 7.6 Sustainability Privacy Statement

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Approved by:	Heidi Smith
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Please do not print this procedure unless necessary	



Sustainability Privacy Statement

1 Who are we?

The Sustainability Team is part of Estates & Campus Services and we provide support and guidance to the University on a wide range of topics. This includes the climate emergency, our natural environment, our working environment and our travel.

2 What type of information is collected from you?

Depending on the circumstances, it may be appropriate for the Sustainability Team to collect personal information from you (staff or student). This can be personal data related to name, staff/student number, academic year & course (student only) and email address.

3 How and why is your information used?

The information that you provide will be used by the Sustainability Team to provide support to staff and students, which may include the following services:

- Promoting our services
- Delivery of the Global Citizen Award
- Delivery of volunteering activities & events
- Delivery of the University's Environmental Management System

We are using this information about you to provide our services at Swansea University. The legal basis for data processing is consent from the data subjects and as such, students and staff, have the right to withdraw consent at any time but this may affect to what extent we can support the services provided.

To withdraw your consent please contact sustainability@swansea.ac.uk, using the email header "GDPR – Consent Withdrawal" and detailing what information you would like to have removed.

4 Will there be any automated decision-making and profiling?

The Sustainability Team will not use the information for any automated decision-making and profiling.

5 Who has access to your information?

Information about you will be shared with the appropriate university staff on a need-to-know basis. On occasion, information may be shared with appropriate third parties in order to provide services to the data subjects. For more information on how your personal data is processed please see the University's privacy statements:

- [Staff privacy statement](#)

- [Student privacy statement](#)

6 How long is your information kept for?

We will hold the personal data you provide us for seven years in accordance with the University's Records Management Policy (further information can be found [here](#)). Your data will be stored on the secure internal IT system.

7 Will your data be transferred overseas?

Your information will not be transferred outside of the United Kingdom and Northern Ireland.

8 Where can I find out more?

Swansea University is the Data Controller and is committed to protecting the rights of the individuals in line with the Data Protection Act 2018 (DPA) and the General Protection Regulation (GDPR). The University has a Data Protection Officer who can be contacted via dataprotection@swansea.ac.uk.

The University's **staff** privacy policy can be viewed [here](#).

The University's **student** privacy policy can be viewed [here](#).

9 Version Control

Date:	Version:	Update:
20/09/18	1.0	New document
01/04/21	2.0	Updated with new structure
01/05/24	3.0	Estates name update and Global Citizen Award name update.