

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To register you as a service user and to manage our relationship with you
- To help you with any enquiries you might have relating to the service
- To manage access to your stored data
- To email you information about changes to the service, service interruptions or performance issues, or other messages directly relating to your use of the service.
- To identify departmental managers who may be contacted should you cease

(with no identifiable owner who can advise on the long-term preservation or curation of the data)

We may also use anonymised data, meaning data from which you *cannot* be identified, for the purposes of:

- Service evaluation and capacity management;
- Service reporting and management information;
- Education and research; or
- Fundraising and promotional purposes.

Anonymised data may also be used in published reports or journals and at conferences.

5. Lawful basis for processing personal data

Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

6. Who we share your personal data with

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.