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General Privacy Notice for Third Parties, Information Rights Requesters, Contractors, Suppliers and Users of our Website

Introduction

This privacy notice is designed to help you understand how we use and protect the information obtained from any individual who:

- contacts UCL by any means
- provides services to UCL
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Principle	Personal Data shall be:
Purpose limitation	collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
Data minimisation	adequate, relevant and limited to what is necessary in relation to the purpo(ho)h8(se)11.2(i)3.4(f1.1()

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, and in accordance with [UCL Records Retention Schedule](#).

Your rights

Under certain circumstances, you may have the following rights in relation to your personal data:

Right 1: A right to access personal data held by us about you (commonly known as a "data subject access request").

Right 2: A right to require us to rectify any inaccurate personal data held by us about you, though we may need to verify the accuracy of the new data you provide to us.

Right 3: A right to require us to erase personal data held by us about you where there is no good reason for us continuing to process it. This right will only apply where, for example, we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data (in line with Right 6 below).

Right 8: A right to ask us not to use information about you in a way that allows computers to make decisions about you and ask us to stop.

If you wish to exercise any of these rights, please contact the Data Protection Officer using data-protection@ucl.ac.uk or +44 (0)20 3108 8726.

You have the right to lodge a formal complaint with the UK Information Commissioner's Office. Full details may be accessed on the [complaints section](#) of the ICO's website. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Other websites and the scope of this privacy notice