

Engaging with the Business Incubation & Growth Team and Tenancy Agreements

Your personal information

The University of Lincoln collects personal information about you when you make an enquiry at either of our buildings, enter into a tenancy agreement or attend our events. We use this information to record your interest in accessing our service and if applicable provide you with a lease and associated services. This notice explains more about how we use your personal information.

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What information we collect about you

We collect information about you when you attend our events, make an enquiry or application for our tenancy packages and if applicable, when we set up a new lease agreement.

Keep your details up to date by emailing sparkhouse@lincoln.ac.uk or thinktank@lincoln.ac.uk

How we use your information

We collect information about you to record your interest in and process your application for tenancy packages, if applicable we use information to provide you with a lease and associate services. Data is processed on the grounds of legitimate interest and by entering into a lease you are entering into a legal contract with the University.

Bank account and contact details will be used by the University finance department for the processing of payments.

Office access forms will be used to ensure only authorised personnel are provided with keys to the building. The data will also be reported as statistics only.

Parking permit requests will be shared with the University Estates department in order to issue a parking permit.

For ICT set up your details will be shared with the University ICT department.

Business details will be added to the online business directory and the internal tenancy directory.

Information will be accessed by members of the Business Incubation & Growth team.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

RA Information Systems	If you enter into a tenancy agreement, developers of our secure database (Clarity) will have access to the data contained within for system for upkeep and maintenance purposes. The database stores personal contact information and contract details which are necessary to process your tenancy. If you withdrew consent we would have to terminate your tenancy agreement.
Business Mentoring	If you opt to sign up with business mentoring services we will share your contact details with a recommended business mentor. By withdrawing consent we would not be able to facilitate this service however, we could provide you with the mentor's contact information so you can contact them directly.
Lincoln City Council	If you enter into a tenancy agreement, we will share business information with Lincoln City Council for the legal processing of Business rates. If you withdrew consent we would not be able to offer a tenancy.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

How long we keep your information

We will retain your data during the period of your tenancy and for up to 7 years after your contract has ended.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

Access You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

Portability If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact sparkhouse@lincoln.ac.uk or thinktank@lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. by sparkhouse@lincoln.ac.uk or thinktank@lincoln.ac.uk

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.