

ECCTIS LTD PRIVACY NOTICE: PELIARQ PROJECT SURVEY

This Privacy Notice applies exclusively to the use of personal data collected during the PELIARQ Project survey. This survey is being undertaken by Ecctis Ltd, which is one of the partners in the PELIARQ Project. The other partners are:

- UNIMED – the Union of the Universities of the Mediterranean
- MFHEA - MQRIC Malta

Ecctis Ltd understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value your privacy and will only use your personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law.

Please read this Privacy Notice carefully and ensure you understand it. Your acceptance of this Privacy Notice will be assumed where you volunteer your personal data when completing the survey.

1. About us

ECCTIS Ltd is a limited company registered in England and Wales, company number 2405026, whose registered address is Suffolk House, 68-70 Suffolk Road, Cheltenham, GL50 2ED, UK and whose main trading address is the same.

Our Data Protection Officer is Frazer Wallace. He can be contacted by email at dpo@ecctis.co.uk, or by post at the above address. If you have any questions about the use of your data or this Privacy Notice, please feel free to contact us.

2. What data will we collect?

When completing the survey, we will invite you to provide the following information:

- Name
- Organisation name, department and/or job title
- Country
- Contact details including email and/or telephone number
- Information and opinions relating to international collaboration between higher education institutions in Europe and the Levant (Jordan, Lebanon and Syria) as well as the education systems in the Levant.

3. How will we use your data?

Your personal data will be used to gather feedback and statistics on activities for international collaboration between higher education institutions in Europe and the Levant, and the education systems in that region. Your contact details may be used to contact you for further information and to invite you to participate in interviews and focus groups on the subject.

We will not use your data for the purposes of direct marketing unless you ask us to. We will not share your data with any third party for the purposes of direct marketing.

4. Who will we share the data with?

Your data will be collected and stored via a third-party survey management software provider called Survey Monkey.

You should be aware that Survey Monkey are based in the United States of America, and your data may be stored outside the UK and European Union.

We have a contract in place with Survey Monkey which governs the use of your data.

We may also share your information with the other project partners listed earlier in this agreement, but only where, and to the extent that, this is strictly necessary.

5. Lawful basis for processing your data

We will rely on your consent for processing your personal data. Your consent will be considered as having been given if:

- You willingly provide us with your personal data by voluntarily completing the survey. You can complete the survey without sharing your personal data should you wish to.

You can withdraw your consent at any time, by letting us know that you wish to do so. You should contact us and ask us to delete your personal information.

6. How long will we hold your personal data for?

We will not keep your data any longer than we need to. We anticipate personal data submitted to us will be kept no longer than 12 months following the completion of the project. The project is expected to last until 31st December 2022.

7. Your rights

Under the General Data Protection Regulation and Data Protection Act 2018, you have a number of rights over the use of your personal data, including:

- The right to be informed about our collection and use of your information, which this Privacy notice is designed to provide you with.
- The right of access to the personal data we hold about you
- The right to rectification if any of the information we hold about you is incorrect
- The right to erasure if you wish us to delete your information (this is also known as the right to be forgotten)
- The right to restrict processing of your information
- The right to data portability which requires us to provide information in a particular format in certain situations
- The right to object to us processing your information
- Rights concerned with automated decision making (though we do not intend to automate any of the processing in this case).

These rights do not always apply, but we always endeavour to comply with your wishes where we can. If you wish to exercise any of these rights, please contact the Data Protection Officer.

Should you have any cause to complain about the use of your personal data, please contact us and we will do our best to help. If we are unable to assist you or you are unhappy with the result, you

have the right to lodge a complaint with the UK's supervisory authority – the Information Commissioner's Office (ICO).