

## Spark Accelerator

### Your personal information

The University of Lincoln collects personal information about you when you complete a Spark Accelerator Application form or attend an interview. We use this information to record your interest in joining the Spark Accelerator programme, assess your eligibility and inform an enrolment decision. If enrolled onto the programme information will be shared with a panel of authorised business contacts who will provide mentoring and support. 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 complete a Spark Accelerator application form or attend an interview. Information required during each stage of the process will be stated and the purpose provided.

Keep your details up to date by emailing [studententerprise@lincoln.ac.uk](mailto:studententerprise@lincoln.ac.uk)

#### **How we use your information**

We collect information about you to record your interest in joining the Spark Accelerator programme, assess your eligibility and inform an enrolment decision. It is necessary to record this information to ensure a fair and transparent enrolment process.

Contact details are collected so we can get in touch with you about the process and ideas relating to your business are collected to inform the enrolment decision. If enrolled onto the programme information will be shared with a panel of authorised business contacts who will provide mentoring and support.

Anonymised and non-identifiable data may be used for statistical purposes for reporting or promoting the programme.

Data will be accessed by members of the Business Incubation & Growth team and the below approved third parties.

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

It is necessary, to support the administration of the programme, to share your data outside of the University. The organisations your data is shared with are listed below:

Rebecca Webster	All information submitted will be shared with an external consultant, Rebecca Webster as programme leader. This is necessary to facilitate the programme. If consent was withdrawn we would not be able to offer the programme.
Business Support Mentors	If you are enrolled onto the programme, your information will be shared with authorised members from Lincolnshire Business who will provide mentoring and support. A list of the mentors can be found on the website - <a href="http://designbuild-4.co.uk/#contact">http://designbuild-4.co.uk/#contact</a> If consent was withdrawn we would not be able to offer you this support.

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

For auditing purposes data will be kept for 25 years, as stipulated by the programme funders.

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:

<b>Access</b>	<p>You have the right to request a copy of any personal information we hold about you.</p> <p>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.</p>
<b>Portability</b>	<p>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.</p> <p>To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.</p>
<b>Correction</b>	<p>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.</p>
<b>Erasure</b>	<p>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</p>

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](mailto: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 [studententerprise@lincoln.ac.uk](mailto:studententerprise@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. Please contact [studententerprise@lincoln.ac.uk](mailto:studententerprise@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](mailto: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](mailto: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](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.