



ONLINE STORE - PRIVACY NOTICE

The University of Bolton is committed to protecting your privacy and the confidentiality of information when you visit or make a purchase from the online store, as provided under data protection legislation. This privacy notice explains what information we may collect and use when you visit our online store, how the information is used and with whom it may be shared.

By registering on the University of Bolton online store and agreeing to our terms and conditions you consent to the collection, storage and use of your personal data as defined in the Data Protection Act 2018 and UK General Data Protection Regulation by us under the terms of this privacy notice.

This privacy notice forms a part of, and should be read in conjunction with our online store terms and conditions available from the online store.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, it is therefore important that you check this privacy notice for updates. Any changes to this privacy policy will be published via our online store.

Your right to access and correct your personal information

The University respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

- be forgotten - that is your details to be removed from the systems that we use to process your personal data in certain situations;
-

Questions and complaints about how your data is used

If you have any queries o

You also have a right to complain to the Information Commissioner's Office about the way in which we process your personal data at:

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

Data Controller		The University of Bolton (ICO Registration Number: Z5888188)
Purpose processing	for	Managing the administrative process in purchasing University short training courses, booking University events and trips and bu.16 610.iocrs3(s).

How is the information being collected

Who has access to and with whom we share personal data with

University online store website.

Your information may be shared internally for the purposes of facilitating your attendance at an event or proving a product or service that you have ordered. Members of those organising events, Finance department and those employees that are concerned with fulfilling online store orders may use your information where appropriate to access the data necessary for performing their role.

In some circumstances, we must provide data to external organisations that require this information in order to assist in fulfilling your order. Some examples of this would be if we needed to pass on an attendance list to the host of an event that was not held on our campus, specialist support providers or details of your dietary preference to an event caterer. We do not provide data to any third parties for marketing communication reasons.

Global Payments process all credit/debit card payments. As such, we pass your name, address and amount of your order to Global Payments. They require this information to process your payment.

The online store is hosted and maintained by WPM Education Ltd who will