

## **WEBSITE QUERY PRIVACY STATEMENT**

Thank you for your query. This privacy statement refer to the data you are providing in order for us to answer your query.

Realising Opportunities is collecting your personal data in order to respond to your enquiry, and we will only contact you regarding this. Our lawful basis for this processing is our legitimate interests in providing information to answer your query.

All personal data related to your query is processed by Realising Opportunities staff based at Newcastle University. For purposes of IT hosting and maintenance data will be stored on servers located within the EEA. We won't share your data with anyone outside of the Realising Opportunities, unless required to by law.

We will keep your data for no more than a month after you have made the query to assist with us replying to any further queries from you. After this period your data will be securely destroyed.

You have the right to request that your data is removed from our system. Please contact the Realising Opportunities Central Team if you wish to do this, or have a query or complaint about the use of data. You can telephone 0191 208 8923 or email [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk).

If you have any queries about your data please contact the Data Controller at [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk) or by telephoning 0191 208 8923. Newcastle University is the lead RO University and the contacts for their Data Protection Officer can be found at <http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm>.

May 2018