



**Who are we?**

The University of Suffolk is an institution dedicated to transformation – transforming individuals, our community, our region and beyond. Education, training and research are powerful tools to support transformation and change and to fulfil these obligations the University collects, stores, processes and shares personal data.

This privacy notice makes you aware of how and why your personal data will be used, as an enquirer of the University of Suffolk, and how long it will usually be retained for. The University of Suffolk is a "data controller". In terms of course enquiries, campus tours, prospectus orders, and parent and guardian sign-



data may be provided to organisations including but not limited to:

Individual/Category of Recipient	Details and Linked Documents
Event venue providers	A variety of venues used and privacy notices of these are to be considered when using/visiting
Access agreement	Azorus may contain Special Category data such as ethnicity or race for Outreach/Widening Participation reporting for the 'Access Agreement

Cookies & Cookie similar technologies

Azorus, the CRM provider, employs cookie-like technologies intermittently, including web beacons, SDKs, pixels (or “clear gifs”), and various tracking tools. Each email sent by Azorus is embedded with single pixel gifs, also referred to as web beacons. These minute graphic files contain distinct identifiers, facilitating the University of Suffolk and Azorus in recognizing instances where our Contacts have opened an email or clicked on specific links. These technologies meticulously record



**How long is the data kept for?**

We retain your personal data for a maximum of 3 years, as we understand that your original enquiry to study may be for a later academic year, and if this is not the case, we would like to hold for the application cycle plus two additional years for research purposes.

Any parent/guardian contact details you provide w13(r)-3a9ch

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Protection team using the details below

[datagovernance@uos.ac.uk](mailto:datagovernance@uos.ac.uk)

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

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