# PRIVACY NOTICE

This privacy notice applies to survey data collected by the Learning and Teaching Academy (LTA) using the online submission form. Please read this statement carefully and contact us if you have any questions or concerns.

### What data we hold about you

Data is collected by the Learning and Teaching Academy using an online submission form. You will only be asked for two pieces of personal data, both of which are optional; your email address and contact telephone number.

### How this data is stored

All data is stored in the university SharePoint site and are handled in compliance with Data Protection legislation and university best practice.

### Who can access this data

Individual submissions can **only** be accessed by the LTA staff.

### How this data is used

The personal data will only be used to contact you in the event that the LTA need to clarify any aspect of your resource submission, for example, if the URL you supply does not link to the expected page. If you have any questions relating to this please contact us.

### How long we keep this data for

In line with our university retention and disposal policy, data from online submission forms will be retained for a maximum period of :

* 6 months following submission.