

Privacy Notice for NECA project

Are we a joint controller?

- Yes - we are not the only party the data will be shared with
- Who will the data be shared with?
 - North East Combined Authority
 - Mobilityways and the Mobilityways web platform
 - Sub processors and service providers (see below for a breakdown)

What types of personal information are we collecting?

From each respondent we will request that they provide the following information, there will be a 'prefer not to say option' for questions that respondents do not feel comfortable answering.

- Name
- Postcode – Home
- University building name that respondent works from most frequently
- Commuting methods
- Work email address
- Is the responder a Blue Badge holder

Why are we collecting and using the information?

Newcastle University is collecting responses to a travel survey that will ask questions about how colleagues regularly commute to campus so we can understand current commuting patterns.

1. Colleagues will be invited to participate in the travel survey via non-targeted communications e.g. NUConnect announcement, newsletters etc.
2. The personal data requested from respondents of the travel survey include:
 - a. Name
 - b. Postcode – Home
 - c. University building name that respondent works from most frequently
 - d. Commuting methods
 - e. Work email address
 - f. Is the responder a Blue Badge holder
3. If colleagues voluntarily use the following services on the Mobilityways platform, the data listed below is the core data required:

Mobilityways platform services	Personal data that will be processed
CommuteIQ	Employee name Employee email address Employee postcodes Employee start times
Personalised travel plans	
Liftshare Community	

The data collected from the travel surveys will contribute toward establishing an existing baseline of carbon emissions that are produced from colleague commutes to Newcastle University. The responses will also be used to inform an updated Newcastle University Travel Plan that reflects current commuting patterns.

The surveys output will also provide data for mandatory reporting on greenhouse gas emissions and measuring performance against KPIs. The information will also be used to inform a revised University Travel Plan, which will identify objectives and actions to enable and support sustainable travel.

Whose personal information are we collecting?

We will be collecting responses from Newcastle University colleagues.

An understanding of our role and relationships under data protection law?

Newcastle University is a joint controller of the personal information that will be collected from this project, and we will also be processing the data, however the data will be anonymised for the duration that the information is retained.

To understand why we are collecting and processing this information, please see 'why are we collecting and using this information?'

Why are you allowed to use personal information?

Article 6(f)(a) - legitimate interests

Where will we get peoples information from?

We will gather the information requested for this project from Newcastle University colleagues who voluntarily submit a survey response via the Mobilityways web platform.

How long we will keep people's information?

Organisation	Retention	How the information will be destroyed or deleted when no longer needed
Newcastle University	For as long as the information will be useful.	The data will be securely deleted from where it is stored in a folder on the secure Sustainability drive when it is no longer useful.
North East Combined Authority (NECA)	For as long as the information will be useful.	NECA are only receiving anonymous aggregated reports that contain no personal data.
Mobilityways and Mobilityways web platform	2 years after the end of service provision	The data will be securely deleted and removed from all places it is stored when its data retention period ends.

Which organisations will we share information with and why?

Organisation information will be shared with	Reasoning
North East Combined Authority (NECA)	Data controller and processor: Data will be shared with NECA to support the development of sustainable commuting infrastructure and services.
Mobilityways and Mobilityways web platform	Data processor: The survey will be hosted on Mobilityways online platform which will enable access to further benefits for both the University Travel Plan and participants. Mobilityways services (provided by the Mobilityways platform) include Travel Surveys,

	CommuteIQ Dashbaord and Personal Travel Plans.
--	------------------------------------------------

Will we share personal information overseas?

Yes, data will be transferred to SparkPost in EU Western Europe and Brevo whose email delivery service and data storage is located in EU Western Europe.

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details below.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details below.

Contact details

- Postal address: Information Governance Team, University of Newcastle Upon Tyne, Kings Gate, Newcastle University, Newcastle Upon Tyne NE1 7RU
- Email address: rec-man@newcastle.ac.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>