

Privacy Notice Sexual Violence Liaison Officer (SVLO) service user

The SVLO Service processes the following personal data about you:

- Name, contact details, date of birth, student ID number
- Details of your programme of study
- Information that you share with us relating to your situation

The retention period for this data is 6 years plus the current year.

We process personal data about you for the following reasons:

- For the administration and management of your case.
- So that we have a record of what was discussed in your meetings with the SVLO.
- So that we have a record of the information provided to you based on the information that you have given us.

We are relying on the fact that it is a Public or Key Task of the University to provide this service to our students, and also to comply with our contract with our students. We may also rely on explicit consent from you to process very sensitive personal data about you.

You can find out more information about this by looking at our Data Processing Activities Register <https://www.gre.ac.uk/about-us/governance/information-compliance/privacy/privacy-procedures>.

When you provide information about yourself in the first contact and any subsequent contacts that you have with the SVLO service, this is on the basis that the information will be kept confidential but that there may be certain circumstances where we will need to disclose information that you have shared with us. In these circumstances we would look to obtain your consent first where possible and it will be explained to you in full why we believe there is a need to disclose information, and who will have access to this information.

If you do not provide us with consent to share this information or it is not practicable for us to try and obtain it, in very rare circumstances we reserve the right to break confidentiality. This would only happen if there were a serious risk to your own or others' safety, or if we were compelled to break confidentiality by law. Even in such circumstances we would do our utmost to discuss things with you before taking action.

In the event of a serious and imminent risk of major harm, other members of the University may be informed or called upon to assist in managing the immediate situation. We may also contact external agencies if appropriate.

You have rights as a Data Subject. You can see more information about those rights on our website. <https://www.gre.ac.uk/about-us/governance/information-compliance/privacy/data-subject-rights>

To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: compliance@gre.ac.uk