

Celebrating YOUR WORK

Privacy Notice – Celebrating Your Work Licence, Assignments of IPRs and Letters of Consent

1. Introduction

This notice applies to Novus learners who have granted a Celebrating Your Work Licence, where you have signed an assignment (transfer) of your Intellectual Property Rights (“IPRs”) for a piece of work, or where you have signed an exhibition consent letter (“the Documents”).

2. What is the purpose of this document?

Novus is part of LTE Group. We are committed to protecting the privacy and security of personal information. This notice describes how we collect and use personal information in accordance with current data protection laws.

If you have any questions regarding this document or your personal data, you or your representative can contact our Data Protection Office, or you can ask any Novus staff to do this on your behalf:

- LTE Group, Whitworth House, Ashton Old Road, Manchester M11 2WH
- You or your representative can also contact us via: dpo@ltegroup.co.uk

3. The kind of information we hold about you

Personal data, or personal information, means any information which can be used to identify an individual or individuals. It does not include data where the identity has been removed (anonymous data). There are also special categories for more sensitive personal data which require a higher level of protection.

The categories of personal information that we may collect, store, and use about you may include:

	Learners
Full name	✓
Contact Address	✓
Signature	✓
Voice Recordings	✓

4. How is your personal information collected?

We will collect this personal information when we complete one of the Documents with you.

5. How will we use information about you?

We will use your personal data for the purposes set out below:

Purpose	Lawful Basis
To complete the Celebrating Your Work Licence, to complete an assignment of IPRs or to complete an exhibition consent letter	<ul style="list-style-type: none">• We have a legitimate interest• We have your consent
To demonstrate to third parties that you have granted the Celebrating Your Work Licence	
To retain the Celebrating Your Work Licence granted by you for our records	
To prove title (ownership) of IPRs assigned to Novus (including but not limited to passing the original of an assignment of IPRs to a third party)	
To retain a copy of an assignment of IPRs for our records	
To complete an exhibition consent letter	
To demonstrate to third parties that you have signed an exhibition consent letter	
To retain an exhibition consent letter for our records	
To showcase your testimonial(s) (in the case of voice recordings)	

Do we need your consent?

We need your consent to collect your Personal Data in respect of the Celebrating Your Work Licence or in the exhibition consent letter, and we need your consent in order to demonstrate to a third party that you have granted or signed either of these documents. Please see section 8 (data sharing). You have the right to withdraw your consent at any time.

6. If information is not provided

If you do not provide personal information, we will not be able to complete the relevant Document(s).

7. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not intend to take any decisions about you in this way. We will notify you in writing if this changes.

8. Data sharing

In the case of the Celebrating Your Work Licences and exhibition consent letters, we will only share your personal information with third parties who require evidence that you have granted the Licence or those who require evidence that you have signed an exhibition consent letter. We will also share your personal information when you have signed an assignment of IPRs and we then assign (transfer) those rights to a third party.

We may also have to disclose your personal information by law, or to comply with the law, if an Authority asks us.

Should you wish to withdraw your consent at any time then please contact dpo@novus.ac.uk. If you make a request to withdraw, we may need specific information from you, or your representative, to confirm your identity.

9. Data security

We have measures in place to help protect your information, and we limit access to this information in order that only authorised parties who have a legitimate need to know can access it.

Your data will be stored in the UK only. We have procedures to deal with any suspected security breach. We will notify you of a suspected breach where we are legally required to do so.

10. How long will you use my information?

We will only retain your personal information for as long as needed. We have a **Data Retention Schedule** which outlines how long we keep information. This is available on request by contacting our DPO, using the details in Section 2.

11. Your individual rights in connection with personal data

Under certain circumstances, by law, you have the right to request:

- **Access** to your personal information
- **Correction** of the personal information we hold about you if it is inaccurate
- **Erasure** of your personal information. We can only do this in certain circumstances
- **Transfer** of your personal information to another party
- **Objection** to, **Suspension** of or **Restriction** of processing of your personal information

If you wish to make any requests regarding your personal data, please speak with any member of the Novus team, or contact the DPO, using the details in section 2. If you make a request, we may need specific information from you, or your representative, to confirm your identity.

12. If you are unhappy with how we have handled your data

If you are unhappy with how we have handled your data, you may lodge a formal complaint with the following department:

The Company Secretary & General Counsel

LTE Group
Whitworth House
Ashton Old Road
Manchester
M11 2WH

dpo@ltegroup.co.uk

If you do not wish to discuss your complaint with us, or you are unhappy with our response, you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office (ICO).

Further information is available on the ICO website, or via the telephone:

<https://ico.org.uk/global/contact-us/>

Tel: 0303 123 1113

More information on the ICO's complaint procedure can be accessed at: <https://ico.org.uk/make-a-complaint/>