



# Privacy notice:

## UNW graduate open day

### 1. Our contact details

This privacy notice is brought to you by UNW LLP of Citygate, St James' Boulevard, Newcastle upon Tyne, NE1 4JE. We are committed to protecting and respecting your privacy.

### 2. What type of information we have

We collect the following information from you:

- Name
- Email address
- University attended and course name
- Year of graduation
- Your right to work in the UK

### 3. How we get the information and why we do we have it

We get the information directly from you on our website when register your interest in attending our upcoming graduate open day. We are keeping the information so that we can keep in touch with you in relation to our graduate recruitment programme and associated placement and internship opportunities.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing your personal data is consent. We do not share your information with anyone else.

### 4. What we do with the information

We keep the information on our systems so that we can keep a record of who is interested in our Graduate programme, when we last contacted them and to ensure that they still want to hear from us.

### 5. How the Firm protects data

The Firm takes the security of your data seriously. The Firm has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed and is not accessed except by a restricted number of the UNW team in the performance of their duties.

### 6. How long we keep the data

We will keep the data for as long as you are interested in our Graduate programme and for a maximum of two years after we last have contact with you. If you inform us that you are no longer interested in the Graduate programme, we will delete your data.

### 7. Your data protection rights

You have rights under Data Protection law – for example you can ask us to delete all your data and/or correct it if there are errors in it.

Full details of the UNW Privacy policy can be found here (including all the rights that Data subjects have): <https://unw.co.uk/privacy-policy/>

### 8. How to complain

If you believe that the Firm has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.