

## Popup Cycling Planner App Privacy Notice

### Information you need to know:

The Popup Cycling Planner App (hereafter referred to as PCP or “the App” ) is an asset of Liverpool John Moores University. Further information on the institution can be found here: <https://www.ljmu.ac.uk/>

Liverpool John Moores University is the Data Controller.

Our Data Protection Officer can be contacted at [DPO@ljmu.ac.uk](mailto:DPO@ljmu.ac.uk)

LJMU takes your privacy very seriously. This privacy notice explains how we use your personal information and your rights regarding that information. We will always use your data as set out in the principles of the General Data Protection Regulation (GDPR). We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

### What information are we collecting?

The App will store saved journeys and locations locally to your mobile device, so that it is retained for the next time you use PCP. None of the locally saved data is sent to PCP’s or Cyclestreet.net’s servers. The user can delete this data at any time within the app settings. The data is also deleted when the App is removed from the mobile device.

PCP collects your IP address for the purpose of directing responses from it’s server back to your mobile device. The server saves your IP in server log files. These are automatically created and maintained by the server. They are required to monitor and maintain website security. They are required to troubleshoot and maintain the PCP API and server.

PCP uses 3<sup>rd</sup> party Cyclestreets.net as the data processor to calculate journey routes. Cyclestreets.net collects your device IP address for the purpose of directing responses from it’s server back to your mobile device and improving system performance. In order to calculate journey routes your mobile device will also send a list of gps coordinates to Cyclestreets.net. The list is not stored by Cyclestreets.net and the gps locations are anonymous, i.e. they do not have any descriptions associated with the gps coordinate or confirm your current location.

### Why are we collecting your data and what is the legal basis for this?

LJMU will collect personal data from you for several reasons, and will at all times do so in compliance with the principles of the GDPR, and for one of the legal basis set out in Article 6 of the Regulation.

We use the contract legal basis to use your personal data (namely IP) as the processing of it is necessary in order to provide the service.

We also process some data in order to undertake our legitimate interests of monitoring usage and maintaining security.

### Who has access to this data?

Your personal data will be used only by relevant LJMU staff and Cyclestreets.net staff where the data is necessary for them to undertake their designated role.

. Examples of relevant staff may include

- PCP IT System Administrators
- Cyclestreets.net IT System Administrators - Details of Cyclestreets.net privacy policy can be viewed [here](#).

We do not share with any other third parties.

## How does the University protect your data?

The University takes Data Protection very seriously and at all times your personal data will be handled in line with the University's Information Security Policy.

## For how long does the University keep your data?

PCP server logs are retained for 6 months.

Data processor Cyclestreets.net server logs are retained for 6 months.

## Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request, this could be in a portable electronic format;
- Require the University to change incorrect or incomplete data if you think that it is inaccurate or out of date
- Require the University to delete or stop processing your data, for example where the data is no longer necessary or legally required for the purposes of processing

If you would like to exercise any of these rights, please contact the Data Protection Officer [DPO@ljmu.ac.uk](mailto:DPO@ljmu.ac.uk)

## What if you do not provide data?

If you do not provide your IP address PCP will not be able to provide you with sensor data and data processor Cyclestreets.net will not be able to calculate journey routes for you.

## Transfers of data outside the EEA

We do not send your personal data outside the European Economic Area.

## Automated decision making

We will not make any important decisions about you automatically using a computer, based on your personal data. All decisions affecting your rights will be taken by a human.

## How to complain to the Information Commissioner's Office?

You have the right to complain to The Information Commissioner if you believe that our processing of your personal data does not meet our data protection obligations. The Information Commissioner can be contacted:

By post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

By phone: 0303 123 1113.

By email: contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)