



## **UK Location Metadata Editor (UKME) Privacy Notice**

### **About this notice**

This privacy notice provides information about how EDINA and the University of Edinburgh collects and uses your personal information in relation to your UK Location Metadata Editor (UKME) account.

### **About you**

This privacy notice uses “you” to mean any individual about whom we collect and hold personal data.

### **What information may we collect about you?**

We collect, store and use the following categories of personal data:

- your contact details such as name, title, organisation address, telephone numbers, personal or work e-mail address - we encourage users of this service to use functional work addresses rather than their own personal contact details
- customer feedback. We may carry out customer research by providing customers with access to feedback questionnaires. Although this feedback is anonymous, the questionnaires provide the opportunity for free text comments, in which a customer may supply personally identifiable information about themselves, other customers or members of staff
- your IP address

### **How is your personal data collected?**

You give us your personal data through the information collected about you in order to register to use UKME, respond to an email relating to an enquiry etc. We capture this information as it is necessary to fulfil our service contract.

As a visitor to [locationmde.data.gov.uk](http://locationmde.data.gov.uk) we record your IP address, we do this so that we can monitor service user engagement.

### **How we will use the information about you?**

The information you provide to UK Location Metadata Editor (UKME) will be used by EDINA and the University of Edinburgh to:

- manage your account
- maintain accurate and up-to-date records
- process any complaint you submit
- maintain or develop systems and processes
- meet legislative, statutory, contractual and audit requirements
- improve service levels
- update you on service changes, improvements and downtimes

UK Location Metadata Editor (UKME) is provided in association with Defra and the Cabinet Office, we may share your information with these partners where the information is required to run the service.



EDINA

THE UNIVERSITY  
*of* EDINBURGH

We will hold the personal data you provided us for five years after the end of your account closes. We hold IP address information for five years from the date of visit.

**Further information**

You can access our cookies policy here <http://edina.ac.uk/privacy-and-cookies>  
If you have any questions, please contact the EDINA helpdesk on [edina@ed.ac.uk](mailto:edina@ed.ac.uk)  
or 0131 650 3302