

Our commitment to the General Data Protection Regulation

Introduction

The General Data Protection Regulation (GDPR), a European privacy law, came into effect on 25 May 2018. This new law replaced a prior European Union privacy directive originally adopted in 1995.

The UCL Discoveries Centre team have welcomed and embraced the GDPR in its attempt to strengthen, harmonise, and modernise EU data protection and enhance your rights and freedoms as an individual. We are fully committed to abiding by the GDPR's regulations regarding the acquisition, use, storage, retention and deletion of your personal details.

Why do we collect your data?

The Discoveries Centre UCL Team only collects personal data:

1. When people subscribe to our mailing list so that they can receive Discoveries CTR news and event invitations via email.
2. When people sign up to our events via Eventbrite

Nb. In the second instance, we will *only* use your personal data to contact you about that particular event. However we may also use anonymised data to report on the events e.g. the number of attendees.

Specifically, we have received funding from the European Union's Horizon 2020 research and innovation programme, under grant agreement No 739572. For reporting purposes, we pass on details of the total number of people attending Discoveries Centre events. **We will never pass on your name or email address.**

Discoveries Centre Events held in Portugal:

- When events are held in Portugal, hosted by our partner universities, details such as your name and organisation may be passed to the organisers to create guest lists, name badges and other support material for the event.

What data do we have?

When you subscribe to our mailing list or an event you are usually asked to give us the following information:

- Your email address
- Your first name
- Your surname
- Your occupation
- The name of the organisation which you work for



Occasionally we request further information in relation to a specific event.

Where we keep your data and how we keep it safe

Our news mailing lists are kept in two places:

1. They are kept online within MailChimp. These copies are only accessible to those who have our MailChimp log-in details including password. These log-in details are kept in a secure location, password protected, on the UCL server by the UCL Discoveries Centre team.

MailChimp is based in the US which means your data is technically being transferred out of the EU. We believe that MailChimp provides a very high level of protection with regards to the security of your data. Please also see MailChimp's own [Privacy Policy](#).

2. Lists are also kept on a secure UCL server. The folder in which they are stored has restricted access – only members of the Discoveries Centre team and UCL IT personnel can access it.

In the case of events:

1. An Event attendees list will be kept on the UCL server for up to three years. This list will be kept in the unlikely event that we need to contact you concerning the specific event you attended. We record the total number of attendees at every event and may pass on that figure to our funder; but we will not pass on any personal data without your consent.
2. The list on Eventbrite will also be kept for up to three years.

Eventbrite is also based in the US which means your data is also being transferred out of the EU. We believe that Eventbrite provides a very similarly high level of protection with regards to the security of your data. Please also see Eventbrite's own [Privacy Policy](#)

We will never keep your data in other locations or send it via email without your active permission. We will never give your data to a third party including other divisions or central administrators at UCL without your permission - unless compelled to do so by a legal body.

Your rights

The GDPR outlines your enhanced rights including:

- Your right to be forgotten: You may request that an organisation delete all data it holds on you without undue delay.
- Your right to object: You may prohibit certain data uses.
- Your right to rectification: You may request that incomplete data be completed or that incorrect data be corrected.
- Your right of access: You have the right to know what data about you is being processed and how.
- Your right of portability: You may request that personal data held by one organisation be transported to another



What should you do if you want to invoke your rights?

You may request to access, correct, amend or delete information we hold about you (described above) at any time. Please email discoveriesctr@ucl.ac.uk

In addition, every email sent via MailChimp has:

An unsubscribe link – Follow this to link if you do not want to receive any more newsletters. Please note that MailChimp will retain a record of you and your previous activity such as opening emails, clicking on links etc. You must contact us or MailChimp if you'd like all of your data to be permanently deleted.

A privacy settings link – Follow this link to update the details we hold about you.

You can also contact MailChimp directly to ask them to remove your data from our lists:
<https://mailchimp.com/contact/?department=legal>

