

PRIVACY NOTICE

1. Introduction

UCL Global Governance Institute (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements any other UCL privacy notices which may apply, for example the privacy notice applicable when you visit UCL’s website (see here for further information: <https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice>)

We keep this Privacy Notice under regular review. It was last updated on 10 July 2018.

2. About us

UCL Global Governance Institute is part of the Faculty of Laws, Arts and Humanities, and Social and Historical Sciences at University College London (UCL) and is run by staff who are part of the UCL Political Science Department.

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

In order to keep you updated on upcoming events and seminars, and for educational purposes, we may collect, use and store the following kinds of personal data about you, which include:

- Your name and contact details (email)
- Lecture/seminar video recordings

4. Our lawful basis for processing

Our lawful basis for processing your personal data is ‘Public Task’ and ‘Legitimate Interest’

5. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **To register you on our mailing list and keep you informed on events and activities.** For clarity, no special category data or data relating to criminal convictions or offences is processed in this context.
- **To divulge Seminar and Lectures videos for educational purposes**

6. Who we share your personal data with

Your personal data will be collected and processed primarily by our staff as part of their role at the Global Governance Institute and in the public interest.

External third party service provider: We use MailChimp as our marketing automation platform. MailChimp processes data in accordance with their [Privacy Policy](#). You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at global.governance@ucl.ac.uk.

We also use Vimeo as a platform to upload and share videos of Seminars and lecture we organize. Vimeo processes data in accordance with their [Privacy Policy](#) and Terms. You can opt out of being recorded/filmed by contacting us as it is set out below.

We will post seminar and lecture videos on our social media channels ie.: Twitter account and Facebook page. In doing so, your rights under Data Protection Law may be limited. We will however remind you before filming and will check with you whether edits are required before the final version of the video is posted on our channels. We will not post videos unless the final version has been agreed with you.

7. International transfers

Your data will be transferred to Mailchimp, whose servers are in the United States. These are behind ‘Privacy Shield’, more details can be found here:

<https://mailchimp.com/help/about-mailchimp-the-eu-swiss-privacy-shield-and-the-gdpr/>

8. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

UCL Global Governance Institute

Email: global.governance@ucl.ac.uk

Address: 31 Tavistock square, WC1H 9QU, London

Tel: 0203 108 9289

In addition, Mailchimp has its own security measures in place in regards to stored data. More details can be found here: <https://mailchimp.com/about/security/>

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data for up to 10 years after which time they will be deleted.

10. Your rights

Under certain circumstances, you may have the following rights under data protection laws in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact us using the details set out below.

11. Contacting us

You can contact UCL by telephoning +44 (0)20 3108 9289 or by writing to: global.governance@ucl.ac.uk

Please note that UCL has appointed a Data Protection Officer, Lee Shailer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Lee Shailer
Data Protection & Freedom of Information Officer
data-protection@ucl.ac.uk or l.shailer@ucl.ac.uk
+44 (0)20 3108 8726

12. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to data-protection@ucl.ac.uk so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website at <https://ico.org.uk>.