

MRC Prion Unit at UCL Open Day & Communications Mailing List

Please read these notes before you sign up to our mailing list.

1. Introduction

Your name and contact details (name, address and/or email address) will be held on a secure database by us at UCL, for the purpose of contacting you about our Medical Research Council (MRC) Prion Unit at UCL Open Days and Communications. Part of the lawful basis for storing and using your details in this way is to obtain your express permission to do so. The MRC Prion Unit at UCL respects your privacy and is committed to protecting your personal data.

2. About us

The MRC Prion Unit at UCL is part of University College London (**UCL**).

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. Information 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.

You can access the UCL General Privacy Notice when you visit UCL's website. We keep this Privacy Notice under regular review. It was last updated on July 2019.

4. Your rights

You retain the rights to request access to your personal data; request correction of your personal data; request erasure of your personal data; and the right to withdraw consent.

If you wish to exercise any of these rights, please contact the MRC Prion Unit at UCL secretary on 0207 679 5036.

5. Contacting us

If you have any questions about how your data is managed, you can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

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

Data Protection & Freedom of Information Officer data-protection@ucl.ac.uk

6. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) 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](#).

7. Mailing list Management

Any queries relating to the Open Day and Communications mailing list please contact Rowena Baker; National Prion Clinic Study Research Activity Co-ordinator & Cohort Secretary; MRC Prion Unit at UCL; Institute of Prion Diseases; Courtauld Building; 33 Cleveland Street ;London W1W 7FF; Email: r.baker@prion.ucl.ac.uk Tel: 0207 679 5036