

Mailing List Subscriber Privacy Notice

1. Introduction

The UCL Research Coordination Office (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

This privacy notice provides information about how we process your personal information when you subscribe to receive communication from the SLMS Research Coordination Office (which includes the SLMS Research Domains: Neuroscience, Populations & Lifelong Health, Personalised Medicine and Cancer).

It is important that the personal information we hold about you is accurate and current. Please keep your personal information updated during your relationship with us.

We keep this Privacy Notice under regular review. It was last updated on 01 May 2019. Any changes will be published here and you will be notified by email or as appropriate.

2. How does this privacy notice relate to other privacy notices?

This notice supplements the wider [UCL privacy notices](#).

You have agreed to receive information or communications from us, for example, about news, funding opportunities and events relating to the SLMS Research Domains, or information about Official Development Assistance. When we asked you to agree to receive these communications, we explained what you were subscribing to and we directed you to this Privacy Notice which explains how we use your data.

3. What personal data will be processed?

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).

If you consent to receive these communications, we will retain and use only the information which is necessary to communicate with you. This may include:

- Your title, name and email address;
- Your job title and affiliation;
- Details of our events you have attended (if relevant);
- Records of communications we send you or that we receive from you in relation to the communication you have received or mailing list you are signed up for.

4. What is the purpose of the processing?

We will process your personal data to provide you with the communications you have subscribed to. We will not use your data for any other purpose.

Where the processing is based on your consent, you have the right to withdraw your consent and unsubscribe to the communication you receive at any point by following the instruction provided on each communication we send you or by contacting RCOcomms@ucl.ac.uk. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of service evaluation. Anonymised data may also be used in published reports and at conferences.

5. Who will your personal data be shared with?

Your personal data will be collected and processed primarily by our staff and UCL. Access to your personal information is limited to staff who have a legitimate need to see it for the processing purposes set out above.

We use MailChimp for e-newsletter distribution. The personal details that you provide to receive communications from us will be processed by MailChimp, a third party provider, on behalf of UCL and will be stored securely on servers owned by MailChimp located in the United States. Further information on MailChimp's privacy policy can be found [here](#). UCL will remain responsible for your personal data as data controller and all queries should be directed to RCOcomms@ucl.ac.uk. By continuing you are agreeing to this processing.

6. 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.

7. How long is your data kept?

We will continue to keep your data until you withdraw your consent or unsubscribe from receiving a specific communication. We will delete your details if we become aware that your contact details are out of date or incorrect.

8. Your rights in relation to your data

Under certain circumstances, you may have the following rights under data protection legislation 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 the [Data Protection Officer](#).

9. Contacting us

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 Privacy Notice, 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

10. 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](#).