

Algae-UK Members Privacy Notice

This privacy notice is for registered members of the Algae-UK Network. It sets out the ways in which your data is gathered, used, stored and shared. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

What is Algae-UK? Algae-UK is a Network in Industrial Biotechnology and Bioenergy funded by a research grant awarded to Professor Saul Purton at University College London (UCL) by the Biotechnology and Biological Sciences Research Council (BBSRC) (grant code BB/S009825/1).

Where do we get your data from? If you choose to register as a member of Algae-UK, or to subscribe to the Algae-UK newsletter, we will ask you to provide certain personal data at the time of registration. Also, if you register for an Algae-UK event you will be asked to provide certain additional personal data at the time of application.

What data do we have? The personal data we require you to provide for just the newsletter subscription are: your full name and email address. The personal data we require you to provide for registering as a member of Algae-UK are: full name, email address, the organisation you work for and your position within that organisation, your regional location, your gender, your area of expertise and your expected contribution to the Network. We will also maintain records of any Network activities you choose to take part in and any Network funding you are allocated. If you register to attend an Algae-UK event, we will ask for a contact telephone number and will give you the option of providing us with information relating to any dietary and accessibility requirements you may have.

What is our legal basis for processing your data? University College London (UCL) and BBSRC, which is part of UK Research and Innovation (UKRI), an independent organisation which brings together the UK's seven research councils including BBSRC, will jointly act as Controllers of the personal data you provide. We will process the data you provide to fulfil our contract with you, to provide you with access to the benefits of membership of the Network. We will also process your data where it is necessary for the performance of a task carried out in the public interest, for example to reinforce open scientific enquiry and stimulate new investigations and analyses, and for our legitimate interests to fulfil the terms of grant code BB/S009825/1.

How do we use your data? Your data will be processed for the following purposes:

1. To create a database of registered members which is stored on a WP Engine server, based in the UK and accessible to the Network Manager. This will allow us to help you exchange research ideas and establish research consortia.
2. To allow the Network Manager to keep you up to date by email with relevant Network activities and funding opportunities and maintain a record of your involvement with Algae-UK. This will include regular newsletters sent by email every 4-6 weeks to all registered members and occasional emails containing details of

Network activities and opportunities where this is considered relevant to your interests.

3. To provide BBSRC with a record of registered Algae-UK members, as a required output of grant BB/S009825/1. BBSRC may use the information provided on the BBSRC NIBB Extranet for research related activities, including but not limited to, statistical analysis in relation to evaluation of the BBSRC NIBB, study of trends and policy and strategy studies. Retained statistical data will be anonymised. BBSRC will ONLY use your email address as a unique identifier for each member, thus allowing BBSRC to avoid storage of duplicated data records – they will NEVER use this data to contact you directly.

Who do we share your data with? Your personal data is provided via the Algae-UK website, and will be stored on UK based WP Engine servers, only accessible to the Network Manager. The personal data you provide to UCL when you register as a member of the Network will be subsequently uploaded to an area of the secure BBSRC NIBB extranet which is only accessible by authorised representatives of the Algae-UK Network and BBSRC. For Algae-UK organised events we will necessarily need to share your name and dietary requirements with the organisation responsible for the event location in order for them to provide you with your requirements. Our newsletters will be provided using the MailChimp platform and in order for you to receive your newsletter only your name and email address will be shared with this platform.

How do we keep your data secure? UCL takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. For further information see, <https://www.ucl.ac.uk/legal-services/data-protection-overview> and the UCL data protection policy: <https://www.ucl.ac.uk/information-security/sites/information-security/files/data-protection.pdf>. BBSRC's data protection policy is available at <https://bbsrc.ukri.org/documents/ukri-data-protection-policy-pdf/>

Mailchimp's privacy policy can be found here: <https://mailchimp.com/about/security/>.

How do we transfer your data safely internationally? In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, UCL will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

How long will we keep your data? UCL will retain your data in line with legal requirements or where there is a business need. Your data will only be processed only during the period of time that the grant is active (1st April 2019 – 31st March 2024). After the 31st March 2024, records required for audit purposes will be retained by UCL for a period of 10 years in accordance with the BBSRC Statement on Safeguarding Good Scientific Practice <https://bbsrc.ukri.org/documents/safeguarding-good-scientific-practice/> and any records of personal data which are no longer required will be deleted within six months.

What rights do you have in relation to your data? Under GDPR, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). See <https://www.ucl.ac.uk/information-security/sites/information-security/files/data-protection.pdf> for further information. You can make changes to the personal data in your membership profile at any time by contacting the Network Manager. If at any point you believe the personal data we process is incorrect you can request to see this information and have it corrected or deleted. You can terminate your membership of the Algae-UK Network at any time.

Questions or concerns If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the Algae-UK Network Manager by email in the first instance at info@algae-uk.org.uk. You can also contact the University's Data Protection Officer at data-protection@ucl.ac.uk.

Right to complain

If you are unhappy with the way in which UCL has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns