

STRATEGY CONSULTATION PRIVACY NOTICE

What is the purpose of this document?

Imperial College of Science, Technology and Medicine (the “College” or “Imperial”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the applicable data protection legislation the Data Protection Act 2018 and the General Data Protection Regulations (the “GDPR”) and the College’s Data Protection Policy.

The College is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to the activities undertaken within the College’s Strategic Planning division. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold 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).

There are also "special categories" of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you where you provide it:

- Personal contact details such as name, title, addresses/location, telephone numbers, and personal email addresses.
- Gender.
- Academic / professional background
- Details pertaining to your involvement with the College, this would include;
 - whether you are a current / former student and details regarding your studies.
 - whether you are a current / former staff member and your respective role(s).
 - whether you are an external stakeholder.
- Information about your use of our information and communications systems.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health including disabilities and gender when it refers to health

How is your personal information collected?

We collect most of the personal information about you when you engage with the team or take part in a survey, event or as part of the College's ongoing Strategy consultations. We may sometimes collect additional information from third parties or systems within the College as part of the aforementioned activities.

How we will use information about you and the legal basis for processing your data under the GDPR

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

- Where we need to comply with a legal obligation.*
- Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.**
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.***
- Where you have consented to the processing****

Situations in which we will use your personal information

We may need the different categories of information in the list above (see The kind of information we hold about you) primarily to undertake the remit of the division within the College which includes understanding the makeup and getting feedback from its diverse personnel these requirements will most commonly form part of the College's legal obligations[**], for example, adhering to;

- The Equality Act
- The Gender Pay Gap Reporting (GPGR) legislation.
- Where regulatory bodies require us to collect, report and publish certain EDI data.

In some cases we may also use your personal information to pursue legitimate interests of our own or those of third parties[***], provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. We have indicated by [asterisks] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

- To undertake surveys. Usually data will be supplied to the group in an anonymised format though data provided by those completing the survey could inadvertently identify an individual (where a combination of information could lead to small numbers of internal staff / students) or following the completion of free text information where the individual has included identifiable information.
- To contact you in relation to a survey, where you have consented, for the purposes of gaining feedback and / or collect further information.
- To ensure we meet any and all legal obligations with regards to the services which the College provides
- To undertake meetings where people will be in attendance either in person or online.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- To ensure the information we hold about you is up to date and accurate.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, you will not be able to take part but no actions will be taken against you as it is entirely your choice to provide the information listed

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where the processing is necessary for reasons of substantial public interest, and occurs on the basis of a law that is, inter alia, proportionate to the aim pursued and protects your rights as a data subject. These include the following conditions – 'equality of opportunity or treatment' and 'racial and ethnic diversity at senior levels'.
- Where the processing is necessary for archiving purposes in the public interest, for historical, scientific, research or statistical purposes subject to appropriate safeguards.

Our obligations

We will use and collect your particularly sensitive personal information in the following ways:

- Where provided as part of a College led survey and / or activity which will be determined on a case by case basis and its rationale explained to you
- To ensure meaningful equal opportunity monitoring and reporting.

Do we need your consent?

Whilst we always require your agreement to take part / provide the information listed, most commonly we do not need your explicit consent to process sensitive personal information if we use special categories of your personal information to for the purpose of the aforementioned legal basis. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data and if we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Automated decision-making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the College group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

Why might you share my personal information with third parties?

We may share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so as previously explained

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the College group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Transferring information outside the UK

We may transfer the personal information we collect about you outside the United Kingdom and/or European Economic Area in order to action the above activities. Most commonly this will be to the United States (owing to a number of suppliers being based there) and there is not an adequacy decision in place or alternative transfer mechanism to facilitate the transfer.

However, to ensure that your personal information receives an adequate level of protection we have put in place the following appropriate measure[s] to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the UK laws on data protection:

- Implementation of contractual clauses which document the activity and personal data involved.
- Inclusion of the International Data Transfer Agreement (IDTA).
- Creation of a Transfer Risk Assessment (TRA).
- Fully review of each supplier / partner to ensure they align to the College's standards which are to be catalogued in agreed documentation.

Data security

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will only retain your personal information 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. In this instance, we will only retain information until the Strategy process is completed, after which point, we will only retain high-level summarised data. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

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

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the College's Data Protection Officer in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the College's Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data Protection Officer

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer at:

Imperial College London
Data Protection Officer
Exhibition Road
Faculty Building Level 4
London SW7 2AZ

e-mail: dpo@imperial.ac.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues.