

## **International Relations Office Newsletters Privacy Notice**

Imperial College London (“we”, “university” or “Imperial”) provide various newsletters via email about our activities, services and achievements. This privacy notice explains how we use your personal data when you receive an e-newsletter sent on behalf of the International Relations office at Imperial College London (the “Newsletter”).

### **Why we process your information**

If you opt-in to receiving the Newsletter, we will ask for the following categories of personal data:

- Title, first and last name
- Email address
- Job Title
- Organisation
- Country of work

Our legal basis for processing your personal data for the purposes of sending you the Newsletter via email is based on our Legitimate Interests as part of your involvement with the study where we believe such information will be of interest to you.

You may withdraw from receiving the newsletter at any time by [clicking unsubscribe on any Newsletter email]

### **Sharing your personal information**

We may share your personal data with service providers who assist Imperial in the preparation, distribution and/or administration related to the Newsletter. Our legal basis for sharing your data in this way is that it is necessary for our legitimate interest in providing you with the Newsletter.

All our service providers are required to take appropriate security measures to protect your personal information in line with relevant data protection legislation. We do not allow our 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.

Some service providers may process your personal information outside the UK and / or European Economic Area. Where this is the case, you can expect a similar degree of protection in respect of your personal information and your personal information will only be transferred where the transfer is permitted under the law.

Except as explained above, we will not share your information with anyone, unless where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

### **Keeping your personal information**

When you unsubscribe from the Newsletter your personal information in Imperial's MS Dynamics database will be updated to reflect this change. You will remain in our database and subscribed to any additional newsletters you receive from Imperial College London. If you wish to be removed completely from our records, please contact us directly at [international.relations@imperial.ac.uk](mailto:international.relations@imperial.ac.uk) and our team will be able to action this.

### **Your rights**

You have the right to:

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- receive a copy of the information we hold about you in a reasonable format specified by you, including for the purpose of transferring that data to another data controller;
- request us to erase your personal data or object to our processing of your personal data;
- request your information be changed if you believe it was not correct at the time you provided it;
- unsubscribe and have your information retained only for the newsletter deleted if you no longer want to receive the Newsletter.

If you are not satisfied with how we are processing your personal data, you can raise a concern with the UK Information Commissioner: [www.ico.org.uk](http://www.ico.org.uk)

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this information, please contact our Data Protection Officer at:

Imperial College London  
Data Protection Officer  
1<sup>st</sup> Floor

The MediaWorks

White City Campus

e-mail: [dpo@imperial.ac.uk](mailto:dpo@imperial.ac.uk)