

## **Email Events privacy notice**

This privacy notice explains how we use your personal data when you sign up to receive emails about upcoming Centre for Blast Injury Studies events.

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

If you opt-in to receiving updates on events, we will ask for your:

- first name
- email address

Our legal basis for processing your personal data for the purposes of sending you information on events via email is based on your consent - by consenting to receiving information on events via email you are giving us permission to process your personal data specifically for the purpose of sending you the information on events via email.

You may withdraw consent at any time by [clicking unsubscribe at the bottom of the email.

### **Sharing your personal information**

We may share your personal data with service providers who assist the College in the preparation, distribution and/or administration related to email sent to you about events. Our legal basis for sharing your data in this way is that it is necessary for our legitimate interest in sending you emails about events.

All our service providers are required to take appropriate security measures to protect your personal information in line with data protection laws. 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 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.

For example, we currently use:

- MailMan who provide mailing list tools that assist us with the email distribution of emails to our subscribers. We share subscribers' names and email address with MailMan for these purposes.

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**

Your personal information will be deleted from our systems when you unsubscribe from the mailing list.

### **Your rights**

You have the right to:

- 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 deleted if you no longer want to receive emails from us.

If you are not satisfied with how we are processing your personal data, you can raise a concern with the 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  
Exhibition Road  
Faculty Building Level 4  
London SW7 2AZ

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