

# Privacy Policy for the Scottish Research Alliance for Energy, Homes and Livelihoods

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## Your Personal Data

The University of St Andrews will be what's known as the 'Data Controller' of your personal data processed in relation to your provision of information for attendance at a Scottish Research Alliance for Energy, Homes and Livelihoods (SRAEHL) event. This privacy policy will explain how the University of St Andrews will process your personal data.

### Why we need it

#### *Membership & Mailing List*

We will collect your basic personal data such as name, email address, job title, and organisation in order to add you to our mailing list and share information with you via email about our news, activities, events, and upcoming opportunities (i.e., marketing purposes).

#### *Event Attendance (in-person or online)*

We will collect your basic personal data such as name and email address in order to register you as an attendee at one of our events and send you email communications pertaining to the event (e.g., pre-event details, event updates or changes, post-event feedback surveys). In some cases, we may also collect data on your job title, organisation, employment sector, and career stage to evaluate attendee demographics. We may also collect limited special category data, such as information on any dietary or accessibility requirements you may have. During events, we may also collect anonymised statements should you partake in any discussions or focus groups (e.g., via post-it notes, Mentimeter, or Jamboard responses and similar).

If you attend an event using video conferencing applications such as Zoom or Microsoft Teams, basic technical information such as your name, username, email address, IP address, OS details, and device details may be collected by the companies who own these applications in order to schedule and create a record of meetings, and for troubleshooting and admin reporting. Please follow the relevant links if you wish to learn more about data collection via [Zoom](#) and [Microsoft Teams](#).

### **Legal basis for processing your data**

We will only process your data when the law allows us to. The lawful basis we rely on for processing your personal data is your consent under article 6(1)(a) of the UK General Data Protection Regulation (GDPR). When we collect any data on your disability/accessibility requirements, or dietary requirements, we also need your consent (under article 9(2)(a)) as this type of information is classed as special category data. Consent clauses are included in the forms we use for mailing list sign-up and event registration. In most cases, the consent clauses can be completed electronically via the Mailchimp sign-up form, Microsoft Forms or event management software (e.g., Eventbrite). Consent for data use and processing can be withdrawn at any time by contacting [sraehl@st-andrews.ac.uk](mailto:sraehl@st-andrews.ac.uk)

### **What we do with it and who we share it with**

All the personal data you submit is processed by staff at the University of St Andrews in the United Kingdom. The data you provide will be stored on password-protected University

servers, to which only the core SRAEHL team (SRAEHL Director, Senior Administrator, Marketing & Communications Officer<sup>1</sup>) have access. We will never share your direct contact details beyond the core SRAEHL team. Your data will never be used for automated decision making (e.g., profiling).

### *Online Event Attendance*

Where video conferencing applications are used to record meetings or events, personal data captured within the recordings are stored within the University of St Andrews cloud service (password-protected OneDrive servers). When recording is taking place, you will be notified at the beginning of the recording or as you enter the recording session.

### *Mailing List & Mailchimp*

Membership and mailing list data (your name and email address) is processed by a third-party email delivery system (Mailchimp). You can read Mailchimp's Privacy Statement [here](#). Mailchimp servers are located in the United States, outwith the European Economic Area (EEA). Where possible and to the extent technically feasible, Mailchimp has implemented encryption technologies across its infrastructure to help protect user data from unauthorized access during processing. You can read more about Mailchimp's security measures [here](#).

### **How long do we keep it for**

Your data will be retained by the University for the 4 years (2023-2027) that SRAEHL is funded by the Scottish Funding Council, and for 1 year after SRAEHL ends (to 2028). After this time, data will be securely deleted.

### **What are your [rights](#)?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, rectified, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If at any point you want to withdraw your consent or exercise any of these rights, please email us at [sraehl@st-andrews.ac.uk](mailto:sraehl@st-andrews.ac.uk) or get in touch with our Data Protection Office at [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

### **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Office who will investigate the matter.

Our Data Protection Office can be contacted at [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).

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<sup>1</sup> Employed by the University of Glasgow. All data processing will be carried out on University of St Andrews servers (e.g., OneDrive).

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>