

Data Protection Information for CCP's external contacts and collaborators

Privacy Notice

The privacy and data security of our external contacts is important to us at CCP. This statement explains how CCP uses personal data for research, engagement, knowledge exchange, professional development, business continuity and fundraising purposes.

Through our communications, events and activities we aim to build a strong network of academics and other professionals interested in CCP-related issues. In order to do this, and to ensure each individual and group receives relevant information, CCP processes the personal data of our contacts, research collaborators, funders and job applicants. This helps to ensure that you are getting the most relevant and interesting communications from us for your interests and purposes. This also helps us, where appropriate, to ask for your support where we believe there may be a common interest.

The table below outlines the types of personal data we hold and the purposes for which it is intended; where we gather the information necessary to carry out these activities; and our legal basis for processing this information for these activities. Where we use legitimate interests to process information, we carry out a balancing exercise which considers our need to process information against your privacy rights. To view this balancing exercise, please contact the University's Data Protection Officer by email or by telephone at 01603 592431

WHAT INFORMATION DO WE HOLD ABOUT YOU?

The data we hold on you will depend on the nature of our relationship with you and the purpose for which your data has been obtained. Details of the types of data held for each purpose is outlined in the table below.

WHERE DOES OUR INFORMATION COME FROM?

The information we hold about you comes from a number of sources, details of which are included in the table below.

HOW WILL WE USE INFORMATION ABOUT YOU?

The data we collect is used by CCP to support a full range of activities for the furtherance of our research and its dissemination, for administrative purposes, to ensure the sustainability of the Centre, and for other legitimate purposes.

If you have any questions about how we process your personal data or if you wish to opt-out of certain types of processing or communications, please contact the University's Data Protection Officer [by email](#) or by telephone at 01603 592431. The University web pages contain further information on [data protection](#).

How we use your information*	Where this information comes from	What data we hold*	How long we will retain this data	Our legal basis for processing this information*
<p>To communicate with you</p>	<p>From you (e.g. when you update your details on the CCP website)</p> <p>Records of past attendance at CCP events</p> <p>Publically available information, such as LinkedIn and organisation websites</p>	<p>Your name</p> <p>Your email address</p> <p>Your organisational affiliation</p>	<p>For as long as your role remains relevant to CCP's work; or until you ask to have it deleted, or unsubscribe from our mailing list</p>	<p>Legitimate interests to process your information and/or consent to contact you</p>
<p>To help CCP meet its strategic goals, including fundraising</p>	<p>From you (e.g. when you update your details on the CCP website or through actions you may take, e.g. registering for or attending an event; applying for a job in CCP or for a CCP project)</p> <p>Publically available information, such as LinkedIn and organisation websites</p>	<p>Your name</p> <p>Your email address</p> <p>Your organisational affiliation</p> <p>Your area of expertise/discipline</p> <p>All data requested of you and supplied by you for the application process</p>	<p>For as long as your role remains relevant to CCP's work; or until you ask to have it deleted</p> <p>For as long as your role remains relevant to CCP's work; or until you ask to have it deleted</p> <p>Until the chosen candidate is in post</p>	<p>Legitimate interests and/or consent</p>
<p>Informing you of services or events related to CCP, such as conferences, seminars and training courses</p> <p>Updates on CCP, e.g. e-newsletters</p> <p>Invitations to present at CCP events, such as conferences and seminars</p> <p>Sending you requests to meet with a member of CCP staff in order to explore common research interests or to engage in other knowledge exchange</p>	<p>To conduct data analysis so that we can identify specific characteristics of our contacts in order to segment our database and target our activities and communications accordingly</p> <p>To group and label our contacts based on their organisational affiliation and (where we hold such data) discipline to assess the reach of our dissemination activity</p> <p>For recruitment purposes</p>			

To help CCP meet its strategic goals, including fundraising	To enter into discussions about collaboration in submitting funding proposals, to request sponsorship of CCP events etc	From you (e.g. when you update your details on the CCP website or through actions you may take, e.g. registering for or attending an event; applying for a job in CCP or for a CCP project)	Your name Your email address Your telephone number Your postal address Your job title Your organisational affiliation Details of our past contact with you	For as long as your role remains relevant to CCP's work; or until you ask to have it deleted	Legitimate interests and/or consent	
	For the successful delivery of CCP events		Publically available information, such as LinkedIn and organisation websites	Your name Your email address Your organisational affiliation Records of CCP events you register for and/or attend		Indefinitely, for archive purposes; or until you ask to have it deleted
				Personal data provided by you for specific purposes (e.g. disability and dietary preferences)		Until the event is over
To fulfil our contracts	To arrange and renew contracts with our subscription members, and to plan subscription membership events	From you (e.g. when you apply for Subscription Membership or enter into an agreement with us for research or other legitimate purposes associated with our remit)	Your name Your email address Your telephone number Your employment postal address Your job title Your organisational affiliation Your salary costs, where applicable to the particular purpose Details of our past contact with you	Indefinitely, for archive purposes; or until you ask to have it deleted	Contract (the non-provision of data by you would render us unable to fulfil the contract)	
	To prepare and deliver research contracts involving you			Indefinitely, for archive purposes; or until you ask to have it deleted		
	To communicate and work with you as a contractual partner, a funder or potential funder of our research, or other legitimate purposes under contract			Indefinitely, for archive purposes; or until you ask to have it deleted		
	To pay you for services rendered					

For administrative and legal purposes	For internal record keeping including the management of any feedback or complaints.	From you (e.g. through contracts or the completion of HR /payroll forms)	Your name Your email address Your organisational affiliation Your employment postal address	For the duration required by law	Legal obligation
	For general administrative purposes, e.g. in order to process contracts and payment in accordance with HMRC and Home Office rules	Publically available information, such as LinkedIn and organisation websites	Your bank details (where applicable to the particular purpose) Your passport details (where applicable to the particular purpose)	For the duration required by law	

* If further information is required for these purposes we will seek your consent.

SHARING AND DISCLOSING YOUR PERSONAL INFORMATION

Sharing within UEA

Your data will be used primarily by CCP. Where appropriate, CCP may share data on a confidential basis with other UEA departments, such as our Research and Innovation Services, HR and payroll, and Finance.

Sharing with External Parties

We do not sell your personal data to third parties or share it for any commercial purposes. We also will not permit third parties to sell on the data we have shared with them, under any circumstances. We will not usually share your information with external parties, except in the following circumstances:

- When you have given us permission to do so
- Where we are required to do so by law (e.g. for processing payments in line with HMRC rules; to comply with Home Office rules in relation to immigration and visa requirements)
- To hosts and/or collaborators for specific events (e.g. brief biographies)
- To third parties engaged by the University as data processors, such as:
 - Mailchimp, to facilitate the delivery of large scale communications (<https://mailchimp.com/legal/privacy/>)
 - Funding organisations with whom we are in communication regarding work which includes you as a (potential) collaborator

When transferring data to third-party processors, we make sure that data processing agreements are in place. If non-European Economic Area data processors are used, appropriate privacy safeguards are in place.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

CCP will retain your data for as long as it is required for the fulfilment of the purpose for which it was obtained. Certain data obtained for some purposes will be archived for analysis in support of meeting CCP's legitimate interests. Details of our data retention for each data type and use are outlined in the table above.

We review the data we hold to ensure that it is accurate and relevant to our aims. Where we find information which is out of date, inaccurate or no longer relevant, we remove this data.

Where you request to exercise your right to erasure, we will consider this request in relation to the legal basis under which we hold the data. For example, we may need to retain some data (e.g. financial records about you) for statutory purposes (e.g. tax and accounting matters).

EXERCISING YOUR RIGHTS

UK and EU data protection laws give you a range of rights in relation to your personal data for example: erasure, rectification and subject access. Information about your rights can be found on the Information Commissioner's [website](#).

Where you have given your consent to process your data, you have the right to withdraw that consent at any time.

Where we use legitimate interests to process your data, we carry out a balancing exercise which considers our need to process information against your privacy rights. To view this balancing exercise, opt-out of certain types of processing or communications, ask questions, or complain about how we process your personal data, please contact the University's Data Protection Officer by [email](#) or by telephone on 01603 592431.

You also have the right to lodge a complaint with the [Information Commissioner's Office](#).

Ensuring Your Information is Accurate

We continuously review records of our contacts to ensure that your data is as accurate as possible. Your details on our main mailing list can be updated by you at any time, and we will send out regular reminders for you to do so, should your details have changed.

Communication Preferences

Communications may be sent to you by post, telephone or electronic means (principally by email) depending on the contact details we hold and any preferences you may have expressed about the types of communications you wish to receive. To let us know how you would prefer to keep in touch with CCP, to request no further communications from us, or if you have any questions about how we process your personal data, please contact us directly via ccp@uea.ac.uk, or email dataprotection@uea.ac.uk.

Corrections

If you wish to exercise your statutory right to correct any information held by CCP about you, please contact CCP's administrators via ccp@uea.ac.uk.

Making a Request for Personal Information

If you wish to exercise your statutory right to request a copy of the personal data held about you by CCP, please contact the University's Data Protection Officer by [email](#) or by telephone on 01603 592431.

FURTHER INFORMATION

The controller for your personal data is the University of East Anglia.

We always handle your personal data securely and minimise its use and collection, and there is no overriding prejudice to you by using your personal information for these purposes. Further information about how your privacy is protected and how your data is kept secure can be found [here](#).

Changes to our Privacy Statement

We regularly review the our privacy statement. This privacy statement was last updated in May 2018. We will publish on our website any changes we make to this privacy statement and notify you by other communication channels where appropriate.

HOW TO CONTACT US

You can contact the University's Data Protection Officer by [email](#) or by telephone on 01603 592431.