

# Piscopia Initiative Privacy Policy

Date: 19/10/2022

## **Our contact details**

E-mail: [piscopiainitiative@gmail.com](mailto:piscopiainitiative@gmail.com)

## **The type of personal information we collect**

We currently collect and process the following information:

- Name, email address, gender, occupation

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Joining our mailing list through our website

We also receive personal information indirectly, from the following sources in the following scenarios:

- Local committee members who receive personal information from attendees at Piscopia events at their respective universities.

We use the information that you have given us in order to

- Send up-to-date information on all events organised by the Piscopia Initiative
- Advertise relevant initiatives and opportunities out with Piscopia
- Provide statistics when applying for funding – note we only take the number of attending students at events as our statistics, no other personal information is shared.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent.** You are able to remove your consent at any time. You can do this by contacting [piscopiainitiative@gmail.com](mailto:piscopiainitiative@gmail.com)

**(b) We have a legitimate interest**

## **How we store your personal information**

Your information is securely stored. Only the Co-Leads for each academic year have access to this information, and it is strictly for the purpose of Piscopia activities only.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [piscopiainitiative@gmail.com](mailto:piscopiainitiative@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [piscopiainitiative@gmail.com](mailto:piscopiainitiative@gmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>