

## PRIVACY NOTICE FOR SCiP ALLIANCE ONLINE EVENTS

Updated September 2020

This notice sets out how we will collect, use, and protect your data in connection with online events.

When you register to participate in a SCiP Alliance online event we will collect certain data about you:

- Your name
- Your job title
- Your employer/organisation (where applicable)
- Your email address
- Your work telephone number

This will be used in order to administer your participation in the online event and to fulfil our agreement with you. These details will be stored on a secure limited access system and will be deleted no later than three months following the event.

We will not share your data with any other organisation, nor will we use it for any other purpose.

Where we use Zoom as our platform for delivering online events you will be asked to provide to Zoom Video Communications Inc. your name and your email address. For this element of the process please refer to Zoom's privacy policy at <https://zoom.us/privacy>.

We may make a recording of the event available via YouTube or a similar public platform following the event. Recordings will not include the voices and faces of any participants other than the presenters. If you are a presenter then your face and voice will be included in recorded versions of the event.

Where our online events include text-based chat functions we will use the transcripts of these chats to ensure the functioning of the event (e.g. to facilitate question and answer sessions). Anonymised versions of chat and Q and A transcripts may be stored and used to produce and publish reports to support and inform future work. The identifiable version will be deleted within one month.

You have certain rights regarding the use of your data. You have the right to: obtain a copy of the personal data we hold about you; ensure that data is correct; have that data deleted; the portability of your data; and object to how we are processing your data.

You can contact us regarding your data by emailing [info@scipalliance.org](mailto:info@scipalliance.org) or by writing to: SCiP Alliance, Winton Building 165, The University of Winchester, Sparkford Road, Winchester SO22 4NR. For the purposes of this statement the data controller is the University of Winchester and our data protection officer is Stephen Dowell.

If you are dissatisfied with our handling of your data you may raise a complaint with the Information Commissioner's Office. You can do so by visiting [www.ico.org.uk](http://www.ico.org.uk), calling 0303 123 1113, or writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.