

Email newsletters/ mailing list privacy notice

Imperial College London (“we” or the “College”) provide various newsletters via email about our activities, services and achievements. This privacy notice explains how we use your personal data when you sign up to receive emails containing news and announcements from the Research Software London community and its members or interested third-parties (the “Newsletter” and “Announcements”).

Why we process your information

If you opt-in to receiving the Newsletter and Announcements, we will ask for your:

- first and last name
- email address
- email preferences (such as the email format and digest options)

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

You may withdraw consent at any time by clicking the link in the e-mail footer on any Newsletter or Announcements email and following the unsubscribe instructions on the mailman service page that is displayed.

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 the Newsletter or Announcements. Our legal basis for sharing your data in this way is that it is necessary for our legitimate interest in providing you with the Newsletter and Announcements.

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, for we currently use:

- A locally hosted version of Mailman, the GNU Mailing List Manager (<http://www.list.org>) for the distribution of emails containing Newsletters and Announcements. You provide your name and e-mail address to Mailman when signing up to the mailing list and your details are stored by the Mailman software.

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 Newsletter and Announcements. Where data is retained by the Mailman system after you unsubscribe it will be deleted from our systems in line with the College's default data retention policies. Any emails that you have sent to the mailing list may be retained indefinitely in mailing list archives.

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 the Newsletter.

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

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