



Data Privacy Statement for UCU Commons email list

Last updated 24 January 2021

1. Introduction

This statement explains how UCU Commons makes use of any personal information collected about you in connection with your registration to our email circulation list.

UCU Commons is a network of collaborating University and College Union (UCU) members and activists in the UK. They are not formally constituted, but they are all working to improve conditions in the UK post-16 education sector.

We will be storing and processing the personal data, such as name and email address of individuals who register to the UCU Commons email list. We will also be adding notes of the kind of support which has been offered to UCU Commons for our records. This may contain some personal information, including sensitive protected information such as trade union membership.

For the purposes of GDPR, UCU Commons have identified that the following people will act as 'data controllers' in respect of the personal information collected by UCU Commons. Listed in alphabetical order by surname:

- **Jane Charlesworth** janepipistrelle@googlemail.com
- **David Hitchcock** hitchcock.davidj@gmail.com
- **Claire Marris** claire.marris@btinternet.com
- **Mark Pendleton** mark.pendleton@gmail.com
- **Sarah Seaton** sarah.seaton@gmail.com

2. What data processing will we do?

We are collecting information from people to support the work of UCU Commons. This includes:

- Asking people who have expressed an interest in relevant activities (in person, via the web, on Twitter) if they would like to take part in supporting or joining UCU Commons
- Recording the email addresses of people who have registered an interest in being involved UCU Commons
- Asking if people would like to be added to a mailing list to support UCU Commons
- Keeping a record of people's contributions to the campaign through annotations on the mailing list database about skills and expertise, and ways they would like to support UCU Commons

3. Who might use my information?

We will never share any information about you with third parties, unless we have obtained explicit consent to do so.

Unless we have secured your explicit consent to do so, we will never publish any personal information about you, including but not limited to your name and place of employment, on our website, in our blog posts, social media accounts (Twitter), or campaign related publications, or anywhere in public.

We will never transfer your personal data to any countries outside the UK or EEA.

4. How is my information protected?

Your name, contact details, and any notes will be kept in a secure password-protected cloud system. The database will only be accessible to the data controllers.

5. What are our legal grounds for processing data?

The legal basis on which personal data is collected for political campaigning according to GDPR is consent. We will thus ensure that we have your informed consent for all our use of data.

6. How long will you retain my data for?

We will retain your personal information only for the purpose for which it was obtained in relation to UCU Commons. Your data will be fully deleted at the end of this purpose. You can ask for your data to be deleted at any time, by emailing one of the designated data controllers, who will then ensure that all your data is deleted within 14 working days.

7. Your Information Rights

As in other contexts in which your data are kept on file, you have the following rights under applicable data privacy law in respect of any personal information we collect and use about you:

- The right to access and inspect your personal information or be provided with a permanent copy of the information being held about you.
- The right to request the correction of your personal information or in cases where the accuracy of information is disputed, to supplement the information or give statement that you dispute its accuracy.
- The right to request the erasure of your personal information, particularly where the continued use of the information is no longer necessary.
- The right to object to the use of your personal information, particularly where you feel there are no longer sufficiently legitimate grounds for us to continue processing the information.
- The right to object to the use of your personal information for direct marketing purposes.
- The right to request the restriction of your personal information from further use, e.g. where the accuracy of the information is disputed, and you request that the information not be used until its accuracy is confirmed.
- The right to request that some aspects of your personal information be provided to you or a third party of your choice in electronic form to enable its reuse.
- The right to object to decisions involving the use of your personal information, which have been taken solely by automated means.
- The right to complain to the relevant data protection regulator about our processing of your personal information.

8. Questions and complaints

If you have a question about how we are handling your data or wish to make a complaint about the way we use your personal information you should raise this with us by contacting us through one of the following options:

(a) Initially, by emailing one of the designated data controllers – see above

(b) If you are not satisfied with the way we have handled your complaint you have the right to raise the matter with the relevant data protection regulator.

England

The Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 1113
Email: <https://ico.org.uk/global/contact-us/email/>

Scotland

The Information Commissioner's Office – Scotland
Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT Telephone: 0303 123 1115
Email: Scotland@ico.org.uk

Wales

Information Commissioner's Office – Wales
2nd Floor, Churchill House, Churchill Way, Cardiff CF10 2HH Telephone: 0330 414 6421
Email: wales@ico.org.uk

Northern Ireland

The Information Commissioner's Office – Northern Ireland
3rd Floor, 14 Cromac Place, Belfast BT7 2JB
Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk