

PRIVACY NOTICE

regarding events emailing lists held by the

Policy Research Unit in Health and Social Care Workforce Research, King's College London

Who we are

All references to "HSCWRU", "we" or "us" in this privacy notice mean the Policy Research Unit in Health and Social Care Workforce at King's College London (KCL).

If you have any queries about this privacy notice, please contact:

**Policy Research Unit in Health and Social Care Workforce, King's College London, Strand,
London WC2R 2LS**

hscwru@kcl.ac.uk

About this privacy notice

HSCWRU maintains a number of emailing lists for our events programmes. This privacy notice explains the kinds of information we may hold about you when you consent to be on one of our emailing lists for one or more of our events programmes, how we may use that information, and who we may share that information with. KCL respects your right to privacy and we are committed to complying with applicable data protection and privacy law in the UK. Any personal information which you provide to us and/or which we obtain about you, will be kept secure and confidential using appropriate organisational and technical measures.

What personal information do we collect?

We collect the names and email addresses of people who want to be on one or more of our events emailing lists. The processing will take place in line with the requirements of data protection legislation.

Why we process your data

As data controller, KCL can process your personal information under the Data Protection Act 1998 and subsequent enactments (including the EU General Data Protection Regulation (GDPR), which comes into force on 25 May 2018).

We process your data in order to keep you up to date with one or more of our events programmes and, occasionally, to supply you with other information that we think will be of interest to emailing list members.

We process your data because you have requested to have your name and email address held on a HSCWRU database, in order to be emailed with events information.

How do we collect your data?

You provide this data directly to us, when you provide us with your name and email address, together with a request to be put on the relevant emailing list.

Third party websites

Our website may contain links to third party websites. Please note that if you follow these links, these websites have their own privacy notices, and KCL is not responsible for them.

Who do we share your data with?

We do not share your name or email address with third parties.

How do we protect personal information?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. The KCL Information Compliance team is consulted in the early stages on new large scale personal information processing activities to advise how we can adhere to data protection legislation.

How we keep your data secure in other countries?

For the processing activity detailed in this privacy notice, we do not transfer personal data outside of the EU/EEA.

Your rights

As data controller, KCL will process your personal information in accordance with your rights under data protection legislation. Your rights are:

- (a) right to be informed
- (b) right to gain access to your data
- (c) right of rectification
- (d) right to erasure
- (e) right to restriction
- (f) right to portability
- (g) right to object
- (h) right not to be subject to automatic profiling or decision making

If you have any queries in relation to how your rights are upheld, please contact us on hscwru@kcl.ac.uk or contact the KCL Information Compliance team.

Requests from individuals to access their personal information will be managed in accordance with the [Information Commissioner's Subject Access Code of Practice](#). If you wish to find out about the personal information we hold about you, please contact the relevant HSCWRU event co-ordinator, or email hscwru@kcl.ac.uk.

If you wish to complain in relation to how your data was processed, you can contact the KCL Information Compliance team. If you are not happy with the response, you can take the matter to the Information Commissioner's Office.

How long do we keep your data for?

We keep your personal data for as long as the events programme to which you have signed up is in existence or until you request that we delete your personal data. KCL stores data in line with its retention and disposal schedule which can be found [here](#).

Changes to your personal information

To help ensure that your information is accurate and up to date, if your details change please notify us through the relevant HSCWRU event co-ordinator or email hscwru@kcl.ac.uk.

Lawful basis for processing personal information

To inform you about events we process your personal data on the basis that you have consented to this. We will delete your data from our database at your request at any time – please contact the relevant HSCWRU event co-ordinator or email hscwru@kcl.ac.uk. By providing us with your personal information you acknowledge and consent to KCL processing your personal information in accordance with the purposes laid out in this privacy notice.

Data Protection Officer

The King's College London Data Protection Officer is **Olenka Cogas**, Interim Director of Information Governance and DPO. Contact: info-compliance@kcl.ac.uk

*This privacy notice was last updated **25-May-22** by Stephen Martineau, Research Fellow at the Policy Research Unit in Health and Social Care Workforce, King's College London. (stephen.martineau@kcl.ac.uk)*