

Privacy Statement - SGDP Centre Alumni Network

Our alumni are incredibly important to us, this privacy statement is for all SGDP staff and PhD student alumni who would like to hear more about the SGDP Centre and be contacted about Alumni Events.

We promise to respect any personal data you share with us, and keep it safe. We aim to be clear when we collect your personal information, and not do anything you wouldn't reasonably expect. Here we tell you what we will, and will not do, with your personal data.

This statement includes:

- Who are we?
- Our duty
- Why do we process your personal information?
- Do you have to provide your personal information and what are the consequences of not doing so?
- What is our 'legal basis for processing'?
- How will we keep your personal information secure?
- Your right to be forgotten
- How long do we keep your information for?
- Do we share your information with other organisations?
- What are your rights and who can you contact if you have a concern?

If you have any questions about our privacy statement then please do contact a member of the SGDP team who will be happy to talk you through it. Our contact details are:

Tel: 020 7848 0873

Email: SGDP@kcl.ac.uk

Who are we?

We are the Social, Genetic and Developmental Psychiatry Centre, Institute of Psychiatry, Psychology & Neuroscience, King's College London. If you need to contact us about this privacy statement, please write to SGDP@kcl.ac.uk

Our duty

In carrying out our day-to-day activities we process and store personal information relating to our alumni staff and PhD students and we are therefore required to adhere to the requirements of the Data Protection Act 2018. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with that Act and all other applicable data protection laws and regulations including, but not limited to, the EU General Data Protection Regulation (2016/679), Data Protection Act 2018 and the Privacy and Electronic Communication Regulations 2003 ('Data Protection Laws').

Why do we process your personal information?

We process your personal information in order to *create an SGDP Centre Alumni Network for staff and PhD students.*

Do you have to provide your personal information and what are the consequences of not doing so?

You must provide responses to the “compulsory questions” on the SGDP Centre Alumni Network Form. If you do not, *you will not be contacted about SGDP Centre Alumni Events*

What is our ‘legal basis for processing’?

Data protection legislation allows us to use your personal information in this way because, it is in our (or another organisation’s) legitimate interests, and that interest is not overridden by your interests and rights.

The benefits of the processing are: *information will be shared with you about SGDP Centre Alumni Network events.*

The impacts this would have on you are: *no known impacts*

In our assessment, the impacts on you do not override the benefits of the processing and you have actively given us your permission (or ‘consent’).

How will we keep your personal information secure?

We ensure that there are appropriate technical controls in place to protect your personal details; for example our online forms are always encrypted and our network is protected and routinely monitored.

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. We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors.

Your right to be forgotten

If you choose to opt out of receiving our communications, your data will be retained and marked to prevent you from receiving any communications. If you want your data to be deleted from the database entirely, in most cases we will delete it. However by deleting your data, we will be unable to guarantee that you will not receive communications in the future, because we will have deleted your data and will therefore have no record of past requests from you.

If you want to guarantee you will not receive communications from us, it is in your best interest for your data to be retained on our system so that your contact preference is recorded and adhered to.

To opt-out or request your data is removed please email SGDP@kcl.ac.uk

How long do we keep your information for?

The SGDP Centre considers its relationship with its alumni to be life-long. However, if any time you want to review or stop entirely the communications we send to you, please contact the SGDP Centre on 020 7848 0873, or email SGDP@kcl.ac.uk

To ensure that the information we are sending you is relevant we will refresh consent at appropriate user-friendly intervals.

Do we share your information with other organisations?

We will not share your information with any external organisations. On rare occasions, we may be required or permitted to share personal information by law (e.g. for law enforcement purposes).

What are your rights and who can you contact if you have a concern?

To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university's core privacy notice at <https://www.kcl.ac.uk/terms/privacy.aspx>.