

Privacy Notice –Policy Institute Student Network

Who we are

Reference to “we” or “us” in this privacy statement means the Policy Institute at King’s. The Policy Institute uses your personal information to create a student network database. This privacy statement can be used in conjunction with the Policy Institute’s Privacy Statement and King’s College London’s general privacy statement, which can be found [here](#)

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

Email: policy-institute@kcl.ac.uk

The Policy Institute
King’s College London
22 Kingsway
London
United Kingdom
WC2B 6LE

This privacy statement explains the kinds of information we may obtain from or about you when you apply to be part of the Policy Institute student network, 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 name, email address, degree you are studying, department and faculty you are studying in and the year you joined KCL. The processing will take place in line with the requirements of data protection legislation.

Why we process your data

As data controller, King’s College London can process your personal information under the Data Protection Act 1998 and subsequent enactments (including the EU General Data Protection Regulation, or “GDPR”, which came into force on 25 May 2018).

We process your personal information for the following purposes: To build a student network database that allows our students to be part of a community that promotes learning and collaboration. Further information about being part of the

student network can be found in the Student Ask and Offer documentation that students receive when they are asked to apply to be part of the network via the Microsoft Form.

We process your data based on the following reasons:
To provide legitimate interest updates and opportunities to our students on the work, events, opportunities and activity of the Policy Institute at King's.

We process your data based on the following reasons:

Legitimate interests and consent

How do we collect your data?

Direct Collection

You provide this data directly to us when you sign up using the Microsoft Form.

Third Party websites

Our website may contain links to third party websites. If you follow these links, please note that these websites have their own privacy statement which are entirely separate from King's College London and King's is not responsible for them.

Who do we share your data with?

The Policy Institute will never share your data with third parties unless your written consent is given.

How do we protect personal information?

We use a secure data storage system and 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. Our database is encrypted with password protection and can only be accessed by staff of the Policy Institute at King's. We do not share your information with Third Parties or our partners.

How we keep your data secure in other countries?

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

Your rights

As data controller, the university 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 at policy-institute@kcl.ac.uk or the Information Compliance team at info-compliance@kcl.ac.uk

Requests from individuals to access their personal information will be managed in accordance with the [Information Commissioner's Subject Access Code of Practice](#). To find out more information on how to make a subject access request please visit our webpage [here](#).

You can complain to the university by contacting the Information Compliance team in relation to how your data was processed. If you are not happy with our response, you can then take the matter to the Information Commissioner's Office.

How long do we keep your data for?

The university stores data about you in line with its retention and disposal schedule, which can be found [here](#). The Policy Institute does not aim to keep any data for longer than we need to. If you are part of the student network and receive email updates from us, we will keep your email address for as long as the institute is operational – unless, of course, you opt out of the student network by asking us to delete your information. We are always happy to show you what data we hold on you.

Changes to your personal information

To help ensure that your information is kept accurate and up to date, if your personal details change please notify us via email policy-institute@kcl.ac.uk or write to us at:

The Policy Institute
King's College London
22 Kingsway
London

United Kingdom
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Lawful basis for processing personal information

To keep you up to date on the work and activity undertaken by us we process your personal data based on the lawful basis of consent and legitimate interests.

If you would like to withdraw from the student network, please contact us via email policy-institute@kcl.ac.uk outlining that you are part of the student network and that you would like your details to be removed and /or deleted from our database.

By providing us with your personal information you acknowledge and consent to the Policy Institute processing your personal information in accordance with the purposes as laid out in this privacy statement.

DPO

King's College London's' Data Protection Officer is:

Albert Chan

Assistant Director of Business Assurance (Information Compliance)

Contact info-compliance@kcl.ac.uk