

STEM FOR BRITAIN

PRIVACY POLICY

1. Introduction

STEM for Britain is an annual poster competition and exhibition in the House of Commons organised by the Parliamentary and Scientific Committee for early-stage researchers in all scientific disciplines.

It provides the opportunity to show to Parliamentarians the first-class research being undertaken in British universities and research institutions. The Exhibitions include posters on Physics and Chemistry, Engineering and Mathematical Sciences, Biological and Biomedical Sciences. Medals and cash prizes are awarded in each discipline.

More information can be found at www.setforbritain.org.uk

The Parliamentary and Scientific Committee is committed to protecting the personal information of all its contacts and being clear about what information we collect from you and third parties and how we use it in accordance with all applicable laws concerning the protection of personal information.

This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it.

2. Data Controller and Data Protection Officer

The Parliamentary and Scientific Committee ('the Committee') is the Data Controller of any personal information collected within scope of this privacy policy. Our location and contact details are below:

The Parliamentary and Scientific Committee
3 Birdcage Walk
London
SW1H 9JJ

Tel: 020 7222 7085

Email: Office@scienceinparliament.org.uk

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. Contact details for our DPO are as follows:

The Executive Secretary
The Parliamentary and Scientific Committee
3 Birdcage Walk
London
SW1H 9JJ

Tel: 020 7222 7085

Email: Office@scienceinparliament.org.uk

3. Personal information held

The Committee holds personal data (personal information”) provided by the applicants for the poster competition, sponsors and judges (‘the Contacts’).

For Applicants, the information held is

- Name
- Gender
- Email address
- Home postal address and phone number
- Work postal address and phone number
- Mobile phone number
- University/Institution
- Department
- Supervisor’s name
- Employment Sector/Status
- Details of PhD/other research degree and date awarded/commenced
- Name, address and phone number of referee
- Photograph (for applicants who are shortlisted to present their posters in the House of Commons)

For sponsors and judges, the information held is

- Title
- Name
- Job title
- Name of Organisation
- Postal address
- Telephone
- E mail
- Photograph

4. How we use the information held

The personal information held will be used to fulfil the purposes of the Committee in connection with the annual STEM for Britain event.

The following categories of information “shared personal data ” may be shared with the judging panels and communications in connection with this event including communications to third parties.

applicant’s name,
the names of others who participated in the research [as part of the clarification that the work was substantially that of the poster presenter],
the name of the institute where the research was carried out,
data which confirms that the applicant is a young researcher (number of years of research experience since gaining undergraduate / masters degree).

- The shared personal data may be included in publications such as ‘Science in Parliament’ although Contacts may ask to be omitted from such publications.
- The Committee may share the personal information with other organisations and businesses who provide services to the Committee such as printers and distributors, web-site providers and those supplying administrative support. The Committee will ensure that there is a written Agreement in place with all its service providers to ensure that they understand their obligations and responsibilities in respect of the Contacts’ personal information.
- If the Committee wishes to use a Contact’s personal information for a reason other than those purposes set out above, the Committee will inform the Contact before that use commences and will provide further information about the new purpose(s).
- The personal information will be processed lawfully and transparently, and it will be kept safely.
- The Committee may withdraw the application of any Contact who fails to provide, or to allow retention of, any information which the Committee considers to be necessary in operating STEM for Britain.
- The Committee may withdraw from any agreement made with judges or sponsors who fail to provide, or to allow retention of, any information which the Committee considers to be necessary in operating STEM for Britain.

5. Who we give Contact personal information to

We will not routinely pass Contact information to any other organisation except for the purposes of the Committee as above or if required to do so by law.

6. Legal basis for using Contact personal information

Under data protection legislation, the Committee requires a legal basis to be able to process personal information. In this case, the legal basis is: Legitimate interest.

The Committee has a legitimate interest to use Contact's personal information.

7 How we keep your personal information secure

We will take all possible steps to protect the security of personal information in accordance with our legal obligations with information being stored either in secure storage or electronically in a secure server and/or databases which are password protected and made accessible to staff on a need-to-know basis only. We will ensure that any third parties we use for processing your personal information do the same.

Please note, however, that we cannot guarantee the security of the transmission of personal information via the internet. All personal information should therefore be submitted online if and only if the data subject is accepting of the incumbent security risks.

In the unlikely and regrettable event of a personal data breach we will notify the ICO within 72 hours of becoming aware of the breach and will record the breach in our Data Protection Breach Log. If the breach is likely to affect the personal data or privacy of our data subjects adversely, we will notify them of the breach without unnecessary delay, detailing:

- The Committee's name and contact details;
- The estimated time and date of the breach;
- A summary of the incident;
- The possible effect(s) that the breach could have on the individual;
- The measures taken by us to address the breach;
- How the affected individuals can mitigate any possible adverse impact of the breach

8. Contact rights over their personal information

Once a Contact's personal information has been collected, the Contact has certain rights in relation to that personal information and has the right to:

- Ask for a copy of their personal information
- Correct inaccurate personal information held about them
- Ask for their personal information to be deleted (within 30 days)
- Restrict processing of their personal information
- Ask for a copy of their information in a format that allows easy transfer ("data portability")

The Contact has a responsibility to the Committee to ensure that the Committee is kept informed of changes to ensure that the personal information held is accurate and current.

9. How long we will hold Contact personal information

The Committee will retain a copy of the Contact's personal information for as long as it is still needed for the purpose(s) for which it was collected.

The Committee may retain such information for such period after the annual STEM for Britain event as it considers necessary.

10. Complaints about the use of Contacts personal information

If a Contact is unhappy with the way in which their personal information has been handled by Committee, they may contact the Committee's Data Protection Officer (as shown above) who will try to resolve any issue informally.

If the Committee's Data Protection Officer is not able to resolve the issue satisfactorily, the Contact can also make a complaint to the data protection supervisory authority.

In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

11. Changes to this privacy policy

The Committee will keep its Privacy Policy under regular review and we will inform you of any changes to this policy by sending an update by email.

This privacy policy was last updated on 20th June 2018