The Alan Turing Institute transparency notice for the Data Study Group Follow-up Survey September 2019

The Alan Turing Institute (registered charity (1162533) and company limited by guarantee 09512457, based at the British Library, 96 Euston Road, London NW1 2DB) is strongly committed to protecting the privacy of delegates who will partaking in the Data Study Group, September 2019

This transparency notice applies to:

* Data Study Group participants

How we use your personal information

We would like to collect your contact details for follow on work from the Data Study Group event. The survey is will collect your name and email address.

Submitting this form does not necessarily mean that you will be contacted.

We will store this data within our survey tool, Smart Survey. The hosting servers for Smart Survey are located within the EU. You can find out more about their commitment to GDPR [here](https://www.smartsurvey.co.uk/privacy-policy). We are working to ensure that our information storage and information management policies are in line with the GDPR regulations, the EU legislation protecting personal information rights. [Find out more about GDPR](https://www.eugdpr.org/).

Lawful Basis for using your personal information

We will only use your personal information where the law allows us to. We will process personal information obtained from this feedback survey under the lawful basis of Legitimate Interests

Information sharing

We will not sell or rent your information or share it with other companies for marketing purposes.

We share your information with third-party service providers who provide services to us.

The following activities are carried out by third-party service providers on our behalf: archiving and records management.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes or to send your personal information outside the EEA. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

Information security

We have put in place:

1. appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed; and
2. procedures to deal with any suspected information security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Linking to other websites

This transparency notice only covers the feedback survey for the Data Study Group for the collecting of feedback.

How long will we keep your personal information?

We will keep your contact details for up to 1 year from the date of collection.

Contact us

For further information or to provide feedback on our transparency notice, or would like us to remove any of your personal information that we hold, please contact us at [datastudygroup@turing.ac.uk](mailto:datastudygroup@turing.ac.uk).

Your rights

You have the right to be informed of how we collect and use your information, the right to access this information, to rectification, to erasure, to restrict processing, to information portability, to object to how we use your information, and rights in relation to automated decision making and profiling.

To exercise any of your rights in relation to your personal information, please contact [datastudygroup@turing.ac.uk](mailto:datastudygroup@turing.ac.uk).

You also have the right to [lodge a complaint with the Information Commissioner’s Office](https://ico.org.uk/for-the-public/raising-concerns/) (ICO) regarding how we use your information.

[Read more about your rights](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).