

IP Inclusive Management Privacy Notice



IP INCLUSIVE

Working for diversity and inclusion in IP

This Privacy Notice sets out key information about the types of personal data we process; the purposes for which and lawful basis on which we do so; and your rights in connection with the data we process about you. If you want to know more about our data processing activities, you can read our full Data Protection Policy on the IP Inclusive website, www.ipinclusive.org.uk.

Formal details about us

This Notice applies to data processed by IP Inclusive generally and by its associated groups: the *Women in IP* group, *IP Out*, *IP & ME*, *Careers in Ideas*, and the Equality, Diversity and Inclusion (EDI) Charter working group. In each case, activities carried out under the IP Inclusive banner are overseen by IP Inclusive Management, which is an unincorporated association. IP Inclusive Management is a data controller within the meaning of the General Data Protection Regulation (Regulation (EU) 2016/679) (the GDPR). It is registered as a data controller with the Information Commissioner's Office (ICO), under the reference ZA328855.

Correspondence regarding our data protection policies should be addressed to The Data Protection Officer, either at IP Inclusive Management, c/o The Chartered Institute of Patent Attorneys, 2nd Floor, Halton House, 20-23 Holborn, London EC1N 2JD, or by email to ipinclusivedata@gmail.com.

The purposes for which we process personal data

IP Inclusive Management handles personal data about IP Inclusive supporters for the following purposes.

1. If you subscribe to one of our mailing lists, or sign up to the IP Inclusive EDI Charter: keeping you informed about our activities and the support we need to continue them, and about issues and resources relevant to equality, diversity and inclusivity in the IP professions.
2. If you register to attend an IP Inclusive event (which includes an event co-organised by IP Inclusive and one or more third parties): organising the event and communicating with you about it, including with appropriate follow-up materials.
3. If you communicate with us in any other way (including to make or offer a donation to an IP Inclusive project, or to ask us to publish an announcement on our *Careers in Ideas* website): responding to and where appropriate acting on your communication.

We will not use your personal data for marketing. Nor will we use automated decision making or profiling to process it.

Sharing personal data with third parties

We will not share your personal data with anyone else, other than in the following situations where publicly available online services enable us to operate more efficiently within our limited administrative resources.

If you subscribe to one of our mailing lists, or sign up to the IP Inclusive EDI Charter, we may collect, store, manage and/or use your data through a third party marketing automation platform such as MailChimp®. Such platforms allow us to create, send and manage communications with subscribed email addresses. We will tell you if this applies to your data, and advise you to check the third party's privacy notices so that you can let us know if you do not want us to allow the third party to receive and process your data and to send communications to you on our behalf.

If you register to attend an IP Inclusive event, we may share your data with trusted third parties which are co-organising or hosting the event. Please note that where you register to attend an IP Inclusive event via a third party online event organising platform such as Eventbrite® or Billetto®, or through a third party which co-organises an event with us, you will be providing your data directly to them under the terms of their own data protection policies. You should therefore check their privacy notices before submitting your data. They will allow us access to the data for the purposes set out in point (2) above and again, we may share the data with other trusted third party event hosts and organisers.

These third parties may store and/or process your data outside of the EU. We satisfy ourselves that their data protection policies are in line with the regulatory requirements of the GDPR and with our own data protection standards, and ideally that they participate in the EU-U.S. Privacy Shield Framework or a similar certification framework.

Our lawful basis for processing personal data

The lawful basis on which we hold and process your data is our legitimate interests in (a) furthering IP Inclusive's objects of promoting equality, diversity and inclusivity in the IP professions, and (b) supplying a service you requested from us (for example access to an event, the publication of an announcement, or – in the case of a mailing list – the provision of information and updates) when you provided the data.

How we handle personal data

We will store your personal data securely and take reasonable and appropriate measures to protect it from loss, damage and misuse, and from unauthorised access, disclosure, alteration and destruction. We will only hold and access it for so long as we need it to fulfil the relevant purpose(s) or to demonstrate our compliance with data protection laws.

Your rights

You have certain rights in connection with the personal data we handle about you. You can find out more about these rights from the ICO, at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. They include the rights:

- to be informed what personal data we hold about you, the basis on which we obtained it and how we will use it;
- to access and if necessary amend the data;
- to have it deleted from our records, if it is no longer necessary for the purpose(s) for which you originally provided it;
- in certain circumstances provided for in the GDPR (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/>), to restrict our processing of the data; and
- to object to our processing the data on grounds relating to your particular situation.

You can exercise these rights at any time by writing to The Data Protection Officer at ipinclusivedata@gmail.com or at our London address above. We will respond promptly and without charge.

Complaints

We do not believe that our data processing will have any adverse effects on you and we hope you will be satisfied by the precautions we have taken and the explanations we have provided.

However, you have the right:

- to complain or raise a concern about the way in which we store or process your personal data.

Please send your complaint or concern in writing to The Data Protection Officer at ipinclusivedata@gmail.com or at our London address above. We will do all we can to resolve the matter for you, promptly and without charge. If you are not satisfied with our response, you can refer your complaint or concern to the ICO: see <https://ico.org.uk/for-the-public/raising-concerns/>.

Personal data breaches

If you become aware of a personal data breach, please immediately notify The Data Protection Officer at ipinclusivedata@gmail.com so that we can take appropriate action. A personal data breach, in this context, is a security incident that has affected the confidentiality, integrity or availability of personal data you provided to us, for example accidental or unauthorised disclosure of, access to, use of, or alteration or deletion of, the data.