

Privacy Policy

Our Privacy Statement

The Blakett Lab Family respects your privacy and is committed to protecting your personal data. We want you to understand if, how and why The Blakett Lab Family ("BLF", "we", or "us") collects, uses and shares information about you when you use our website, or when you interact or communicate with us via email or social media. This Privacy Policy applies to all of our domains, services, initiatives, and activities.

Purpose of this policy

When you visit our website www.theblakettlabfamily.com we automatically collect technical data such as your IP address and device type, and you may opt to give us personal data such as your name, email address and other contact details. This data may be considered as your 'personal data' and as such our collection and processing of this data will be subject to data protection laws including the UK's Data Protection Act 2018, and the UK's General Data Protection Regulation (UK GDPR). These laws also give you rights in relation to how we handle and use your personal data.

This Privacy Policy applies to any of your personal data which you provide via our website and social media channels, and also that which you may give to us by other means. These may include the following:

- through the BLF membership form;
- through application forms for summer school programmes and other events;
- through the capturing, storing and sharing of images / video at events and for promotional purposes on our website and / or social media channels;
- through email contact or otherwise.

It describes why and how we collect, process and look after your personal data and provides information about your individual rights in relation to that data.

Please note that this Privacy Policy only covers personal data collected by The Blakett Lab Family, and not by third-parties, and refers to The Blakett Lab Family as an organisation, and is not applicable to our individual company directors, members, or volunteers and/or their organisations whom they may work for, or are associated with, outside their activities carried out for The Blakett Lab Family.

Who we are

The Blakett Lab Family is a community interest company (CIC) registered in England under registration no. 13587614 and with its registration address at c/o 80-83 Long Lane, London, England, EC1A 9ET, and which runs and operates the website www.theblakettlabfamily.com.

Under the UK GDPR, The Blakett Lab Family is a 'data controller' which means that we decide, and have responsibility for, what personal data is collected, and how and why it is collected and used by us, and also for keeping it safe.

Why and how we collect your personal data

The lawful basis on which we use your personal data is that we have a "legitimate interest" to do so, and your interests and fundamental rights do not override those interests. Those legitimate interests include:

- o providing you with information about our services, and enabling you to use them;
- o learning from the way you use our services;
- o providing and improving our services;
- o making sure our services are secure.

We collect and use your personal data only as is necessary to carry out our activities in the interests of our community, and in accordance with this Privacy Policy.

Your personal data is directly collected through:

- forms which you may complete directly on The Blakett Lab Family website, e.g., member registration;
- forms that we may send to you directly via email, e.g., Google Forms for signing up to events and programmes, or payment forms for one-off honorariums for services rendered;
- informal conversation via email;
- your submission of personal data for social media purposes, e.g., for sharing Member Profiles.

You provide us directly with your personal data in order to find out more about The Blakett Lab Family and how you can become a member, or work with us, or support us. We will only process your personal data in relation to the purpose for which you gave us your information.

Processing and Collecting of Personal Data

The collection of personal data refers to any means by which personal data is collected, whether:

- systematic collection (e.g., through membership forms, sign-up forms for events and volunteering services)
- ad-hoc collection (e.g., collection of an address to send cards / gifts).

The processing of personal data refers to any of the ways in which data may be collected, stored, edited, transmitted, shared, disseminated, restricted, erased or destroyed.

The Blakett Lab Family will always ensure that personal data is processed lawfully, fairly and in a transparent manner.

The personal data we collect about you

Personal data means any information about an individual from which that person can be identified, directly or indirectly. It does not include any data which cannot be used to identify someone, even indirectly (anonymous data).

We currently collect and process the following personal data:

- Identity data: your first name, surname;
- Contact data: your email address, social media handles, company name and any professional affiliations you may have;
- Usage data: we may receive technical information about you and how you use our website, such as your IP address, or device ID or browser type, from other third parties we use - for example, analytics providers who act on our behalf such as Google;
- Special category data: we may, in appropriate contexts, ask for personal data concerning your race/ethnicity, political opinions, religion, health (e.g., special educational need or disability information) or sexual orientation.

The personal data we share

We do not share or allow access to any of your personal data with any third parties, except those who provide services to us, such as hosting our website. We only choose partners who have appropriate security measures in place to keep your data safe.

- We will share personal data with Google who are providing supporting platforms, storage and services to The Blakett Lab Family via their Google suite, e.g., Google Drive, Sheets, Forms, etc. See Google's [privacy statement](#).
- IP addresses may be collected by Curator, the service providing the Instagram carousel on the homepage of our website. See Curator's [privacy policy](#).
- Ionos hosts our web page and provides our email services. Personal data we collect may be accessible by them. See Ionos's [privacy policy](#).

How we keep your data safe

Personal data that you supply to us will be kept securely and treated in confidence in accordance with the principles of UK GDPR. When collecting and processing your

data, our policy is always to be lawful, respectful and transparent about why and how we do this.

Storage

Your information is securely stored in data processing facilities that are provided to us by third parties, such as Google, who provide us with their G Suite facilities (Google Drive, Forms, Gmail, etc).

We will retain your personal data for as long as it is needed for The Blackett Lab Family initiatives, and ensure that once the use of your personal data is no longer required for the purpose of specific initiatives it is securely and permanently deleted.

Your rights

Under the UK GDPR, you have personal data rights as follows:

- o **Right of Access.** You have the right to request a copy of the personal information we hold about you, although there are some exceptions to this right;
- o **Right of Erasure.** You have the right to request that we erase any personal information we hold (where we do not have compelling reason to continue processing this data);
- o **Right to Rectification.** You have the right to ask for any inaccuracies in your personal data corrected, or any incomplete personal data we hold to be updated;
- o **Right to Restrict Processing.** In some circumstances you have the right to ask us to restrict the processing your data, such as when you don't consider the personal data that we hold about you to be accurate;
- o **Right to Data Portability.** This right applies in limited circumstances such as where our processing is based on your consent, or in relation to an automated contract for services. In these limited circumstances you can ask us to transfer your personal data to yourself or a third party service provider;
- o **Right to Object:** You have the right to object to us processing your personal data at any time. You can do this by contacting connect@theblackettlabfamily.com
- o **Opting out:** you can ask us to stop sending you marketing or other forms of promotional messages at any time by following the opt-out links on any marketing message sent to you or by contacting us at any time.

If you feel we haven't handled your data properly, please do contact us at connect@theblackettlabfamily.com and we will do everything we can to rectify the problem.

If you want to report a concern, you can contact the Information Commissioner's Office: <https://ico.org.uk/concerns/>; Information Commissioner's Office, Wycliffe House, Water Lane, Cheshire, SK9 5AF; 0303 123 1113.

Contact us

If you have any questions about this privacy statement or how and why we process personal data, would like us to update your information or request to exercise your legal rights, or to change your contact preferences, please contact us at: The Blackett Lab Family, c/o 80-83 Long Lane, London, England, EC1A 9ET or at connect@theblackettlabfamily.com

We try to respond to all requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. In any event, where the Data Protection Act 2018 or UK GDPR impose statutory timescales for responding, we will comply with them.

Changes to this privacy statement

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

The Blackett Lab Family reserves the right to change or update this policy, when the circumstances require.

We recognise that data protection is an ongoing responsibility so we keep this privacy statement under regular review. Any changes will be reflected on this page. If you continue to use our services after those changes are in effect, you agree to the revised policy.

This Privacy Policy was last updated on 1 February 2023.