

## Web Science Institute Privacy Notice

Our Privacy Notice describes how the Web Science Institute (WSI) processes your data to keep you informed about WSI's activities and opportunities related to Web Science which we think may be of interest to you. These may include research, innovation, education, including our centres for doctoral training (DTC/CDT), and collaborations with partner organisations.

We recognise the need to treat your personal data in an appropriate manner and process it in accordance with the General Data Protection Regulations 2018 (GDPR) and the UK Data Protection Act 2018. The purpose of this notice is to make you aware of how we will handle your personal data ("Data").

We keep this Privacy Notice under regular review and it may be amended from time to time. It is available at <https://www.southampton.ac.uk/wsi/about/privacy-notice.page> or you may request a copy by contacting us at: [wsi@southampton.ac.uk](mailto:wsi@southampton.ac.uk).

### 1 Definitions

**'Data'** refers to the personal data that we hold about you which, either on its own or in combination with other data, can identify you as a living individual. A list of the Data we collect is set out below.

**'Data subject'** – If we hold any of your Data, that's you. You have rights regarding how we manage and use your data, which we'll tell you about below.

**'Processing'** means what we do with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

**'Data Controller'** – The entity with overall responsibility for the way we manage and use your Data is the University of Southampton, whose registration number in the Data Protection Public Register is Z6801020.

### 2 Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only for as long as necessary for the purposes we have told you about
- Kept securely.

### 3 What Data are we processing?

We may collect and process some or all of the following Data:

Biographical	Name and title
Contact details	Address, email address, phone number
Social media	Information shared publicly for example, LinkedIn, Facebook, Twitter
Professional	Employment details, career biographies, professional activities
Academic	Student and alumni profiles (if you've studied Web Science at the University of Southampton)
Interests	Personal and/or professional
Event attendance	Registration, participation, feedback
Health-related	If you are attending an event, for example access or dietary requirements
Photographs	Those you provide and those we take, for example at events
Communications	Records of the contact we have with you.

## **4 Where do we get your Data from?**

We collect your data from a variety of sources, including;

- directly from you
- from our staff or students who may have met you or been in contact with you
- from research into publicly available sources for the purpose of professional updates e.g. LinkedIn, company websites
- from a third party that you may have used to interact with us, for example Eventbrite.

## **5 Why are we processing your Data?**

We may process your Data:

- for internal and external reporting purposes, as required by our contractual obligations
- to enable us to communicate with you, for example to send you information that may be of interest and to invite you to participate in relevant events and activities
- to record your participation in our activities and follow any subsequent outcomes
- to promote the WSI to internal and external audiences.

This Data is processed to enable you to benefit from:

- Local, national and global updates about Web Science, AI, Data Science and related topics
- Networking and collaboration opportunities
- Funding and business development opportunities
- Study and professional development opportunities.

## **6 What is our legal basis for processing?**

We will usually only process your Data where we have your consent. Where you have given your consent to us to process your Data, you have a right to withdraw that consent at any time by emailing us at: [wsisouthampton.ac.uk](mailto:wsisouthampton.ac.uk).

We will only process your Data for the specific purpose(s) that we tell you or if specifically permitted under any privacy legislation, and will only process your Data to the extent necessary for that specific purpose or purposes.

For some WSI actions, for example formal reporting to external organisations, the processing of your Data is necessary for us to perform a task for our official functions.

We may have to disclose your Data to service providers who process data on our behalf, such as Eventbrite, to enable you to book events. We may also have to disclose your Data if required to do so by law in order to comply with a legal obligation, to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, students, and the public, or to protect us against any legal liability.

## **7 How do we manage your Data?**

We will keep the Data we store about you accurate and up to date. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: [wsisouthampton.ac.uk](mailto:wsisouthampton.ac.uk).

We create and hold your Data both electronically and on paper. We will only hold your Data for as long as is necessary for the purpose or purposes that we have collected it.

Our staff have a legal duty to keep Data about you confidential. There are strict codes of conduct in place to keep your Data safe. Staff abide by the General Data Protection Regulations 2018, the UK Data Protection Act 2018, and the University Data Protection Policy.

## 8 Unwanted communications

We will, from time to time, contact you by email to tell you about our activities. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or you wish to change how we communicate with you, please contact us at: [wsj@southampton.ac.uk](mailto:wsj@southampton.ac.uk) to unsubscribe.

## 9 Your Data rights

You have a number of rights. You can:

- access and obtain a copy of your Data on request;
- require us to change incorrect or incomplete Data;
- require us to delete or stop processing your Data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your Data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing your Data for a period of time if you are concerned that any data we hold about you is inaccurate, or if there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk) or write to:

The Data Protection Officer  
Legal Services  
University of Southampton  
Highfield  
Southampton  
SO17 1BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

If you are unhappy with the way that we have handled your data you can contact us at: [wsj@southampton.ac.uk](mailto:wsj@southampton.ac.uk).

If you have a serious complaint you have the right to lodge this with the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

## 10 Further policies and guidelines

We also have additional policies and guidelines concerning particular activities. If you would like further information, please see our Publication Scheme at: [http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).