

Privacy Notice – Southampton Marine and Maritime Institute (SMMI)

Introduction

The University's Southampton Marine and Maritime Institute (SMMI) engages in collaborative interdisciplinary research, education and enterprise in the marine and maritime realm. We value your privacy and we recognise the need to process your Data in a fair and lawful manner.

The University is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice is available for you to view as we hold details on our database of our valued external contacts. It makes you aware of how and why your personal data will be used, namely for the purposes of sharing collaboration opportunities and keeping you abreast of our latest research findings, news and upcoming events and to take part in SMMI events and engagement activities. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the personal data that we hold about you from which, either on its own or in combination with other data, you can be identified. A list of what data we collect is set out below. Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at <https://www.southampton.ac.uk/smmi/privacy-notice.page>.

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 as long as necessary for the purposes we have told you about.
- Kept securely.

What information does the University collect?

In connection with our engagement and collaboration activities we will collect, store, and use the following categories of personal data about you:

- (a) Your name and title
- (b) Your contact details including address, email address, phone number, mobile phone number, web page
- (c) Your job, professional activities and company type
- (d) Records of contact we have had with you
- (e) Attendance at events

Why does the University process personal data?

We will only process your Data where we have your consent or where we need to process it to comply with our legal obligations. We will use your data to provide communications on our research outputs and upcoming events.

We may also process your Data for our legitimate interests, which includes storing your data in a customer relationship management software platform which we use to monitor and progress opportunities for research collaborations.

This Data is processed to enable you to:

- keep abreast of our latest research findings, news and upcoming events,
- Take part in SMMI events and activities.

It also enables us to:

- disseminate our research findings, news and upcoming events, and establish potential collaborations,
- contact you with respect to potential or active research collaboration, but only when we have already established contact or where we believe there would be a benefit to you of entering a research collaboration,
- to keep a record of your participation in SMMI events and activities.

Where you have given your consent to us processing your Data, you have a right to withdraw that consent at any time by emailing us at: smmi@soton.ac.uk.

How will your personal data be collected?

We will obtain your Data directly from you as a result of opting in, or direct communication in a business to business context, including:

- Direct contact at trade shows and exhibitions
- Business meetings

Processing for limited purposes

We will only process your Data for the specific purpose or purposes that we tell you about, or if specifically permitted by the UK Data Protection Act 1998 or the Data Protection Act 2018 (depending

on which is in force at the relevant time), and will only process your data to the extent necessary for that specific purpose or purposes.

Accuracy

We will keep the data we store about you accurate and up to date as relevant to the purpose or purposes for which we process it. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

Holding and retaining your data

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

Who has access to your personal data?

Your information will be shared internally within the University for the purpose of providing you with communications on our research outputs and upcoming events.

Exceptionally, we may disclose your Data with a third party if required to do so: to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

Your 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 data for a period if data is inaccurate or 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 these rights please use our [online form](#) or write to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ
Email: data.protection@soton.ac.uk

Unwanted communications

We will, from time to time, contact you by email, post and telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: smmi@soton.ac.uk to unsubscribe.

Further information

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.

If you are unhappy with the way that we have handled your data you can contact us at: smmi@soton.ac.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

Smmi/policy noticev2 FINAL

19 June 2018