



## Privacy notice

Northumbria University, a registered Data Controller with the Information Commissioner's Office ('ICO'), which is the supervisory authority responsible for the oversight and enforcement of Data Protection Legislation within the United Kingdom.

**Registration Number:** Z7674926

The Centre for Polar Observation and Modelling (CPOM) is committed to protecting the privacy and security of your personal information. This privacy notice sets out how we collect and use your personal information when you join our mailing list.

### Information we hold about you

When you join the CPOM mailing list we collect the following information to send out our communications:

- First name
- Last name
- email address

If you want to attend an event organised by CPOM (Northumbria University), your data will be processed in line with the Northumbria External Engagement Policy which can be found at the following URL: <https://northumbria-cdn.azureedge.net/-/media/services/legal/gdpr/pdf/privnot/2018externalprivacynoticev1,-d-.0.pdf?modified=20231220044436>

### How we use the information you provide to us

We use the information held about you in the following ways to send you newsletters and to provide you with information about CPOM activities and events. We will only send you electronic messages where you consent to this by signing up to our mailing list. Should you no longer want us to use your data in this way you can use the unsubscribe link in our email communications at any time after our initial contact.

We will only use your personal information with your consent for the purposes for which we collected it.

### Who we share your information with

When you sign up to our network your personal data will be available only to the key staff responsible for managing/running the network.

We also share your data with the email services provider MailChimp, to send out our email communications, manage our mailing list.



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To provide the agreed services MailChimp has in place Standard Contractual Clauses (SCC's) to ensure that your data is processed in line with the requirements of GDPR. Their privacy policy here: <https://mailchimp.com/legal/privacy/>.

### How long we keep your information for

Your data is retained for to send you electronic communications until such time that you decide that you no longer wish to receive these. You may unsubscribe using the unsubscribe link in our email communications. We will delete your data from our system if you unsubscribe.

If you are not engaging with CPOM we will remove you from our mailing list and you are free to re-subscribe at any time.

### Your Rights under GDPR

Under the GDPR, you have [a number of rights](#) in relation to the processing of your personal information, each of which may apply to differing degrees' dependent upon the nature of the processing and the legal basis for it. You have the right to:

- [Be informed as to how we use your data \(via this privacy notice\)](#)
- [Request access \(a copy\) of the personal information that we hold about you.](#)
- [Correct inaccurate or incomplete data](#)
- [Request that we stop sending you direct marketing communications.](#)

In certain circumstances, you may also have the right to:

- [Ask to have certain data 'erased by us.](#)
- [Request that we restrict certain processing of your personal data.](#)
- [Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.](#)
- [Object to certain processing of your personal data by us](#)

### Data Protection Officer

The Data Protection Officer (DPO) for Northumbria University is Duncan James. Contact the DPO if you would like to:

- Receive a copy of your data.
- Have any questions you feel have not been covered by this Privacy Notice
- Have any concerns about the processing of your data
- Wish to make a complaint about the processing of your data

You can email at [dp.officer@northumbria.ac.uk](mailto:dp.officer@northumbria.ac.uk) or call +44 (0)191 243 7357



Centre for  
Polar Observation  
and Modelling  
Natural Environment Research Council

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### Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us about it, you have the right to complain to the ICO.

For more information see [Information Commissioner's web site](#).