Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

The UK Centre for Polar Observation and Modelling (CPOM) is a community of UK universities working in partnership with the British Antarctic Survey on behalf of the Natural Environment Research Council, led from Northumbria University.

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 UK 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

To carry out our activities and to manage our relationship with you, we may collect, store, and process the following categories of personal data:

- First name
- Last name
- Your institution
- Email address
- Research areas and associated projects
- Enquiry and correspondence records, records relating to our professional relationship, event booking and attendance, University related interests, marketing preferences etc.
- Special category ("Sensitive") Personal Data, concerning your health (e.g. relevant disability, relevant health issues needed to ensure your health and safety at events etc).
- Special category ("Sensitive") Personal Data, such as ethnicity, disability, gender, sexual orientation, and belief, for members and event attendees. This is collected only with your consent. Providing this information is not mandatory and 'prefer not to say' is always included as an option.

Where we collect special category data (such as data concerning health, racial or ethnic origin, religious beliefs), we do so only on the basis of your **explicit consent** under Article 9(2)(a) of the UK GDPR and Data Protection Act 2018. You have the right to withdraw this consent at any time by contacting us at cpom@northumbria.ac.uk, though this will not affect the lawfulness of processing carried out before withdrawal.

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

CPOM is primarily operated by Northumbria University staff and membership, partnership and event management are processed in adherence to Northumbria University's External Engagement Privacy Notice.

https://northumbria-cdn.azureedge.net/-/media/services/legal/gdpr/pdf/privnot/2018externalprivacynoticev1,-d-,0.pdf?modified=20231220044436

When CPOM events are organised by partner institutions the staff there operate under their own institution's privacy policies:

British Antarctic Survey - https://www.bas.ac.uk/about-this-site/privacy-cookie-policy/
Lancaster University - https://portal.lancaster.ac.uk/ask/gdpr/
UCL - https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice
University of Reading - https://www.reading.ac.uk/essentials/the-important-stuff/values-and-behaviours/data-protection
University of Liverpool - https://www.liverpool.ac.uk/legal/data_protection/privacy-notices/
University of Bristol - https://www.bristol.ac.uk/secretary/data-protection/policy/

How we collect your personal data

You provide data to us directly as part of your professional relationship with us, including via business cards, emails, telephone or web enquiries, event registration/attendance or collaborative working, and data is further collected or updated as part of this ongoing relationship.

We may also obtain information from third parties such as one of your colleagues, from your organisation or from publicly available information on your organisation's website or professional profile (e.g. ResearchGate). This gives us the contact details of another colleague to get in touch about potential collaboration opportunities, like an event or guest lecture etc.

Lawful Basis for processing

Under Article 6 GDPR we must identify a basis for the "Lawfulness of processing" of our activities involving of your data. These are broadly described as: 'Consent', 'Contract', 'Legal Obligation', 'Vital Interests', 'Public Interest (or Public Task)' and 'legitimate interests'.

Data is required for the following activities, which have been identified as necessary "for the performance of our contract with you" or in the case of potential partners, "in order to take steps prior to entering into a contract".

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

- Membership registration and administration of business relationships and activities e.g. registration and invitation to events, invitation to give guest lectures.
- To respond to your enquiries, to receive and administer registration, and to deal with any ongoing concerns you have.
- To provide you with access to our events and activities.

We may also process your personal data because it is necessary for our "legitimate interests or the legitimate interests of a third party":

- Building strategic partnerships and relationships, making connections with parties and communities interested in advancing or investigating our areas of mutual interest.
- Managing CPOM events.
- For research and statistical analysis and to monitor and evaluate our performance and effectiveness
- To seek advice on our rights and obligations, such as where we require our own legal advice;
- In relation the "establishment, exercise or defence of legal claims" or whenever courts are acting in their judicial capacity".

How we use the information you provide to us

We use the information held about you in the following ways:

- To create your CPOM member profile listing on the website (with your consent).
- To send you newsletters via our regular newsletter. We will only send you newsletters 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.
- To provide you with information about other CPOM activities, events and opportunities, that we believe are relevant to you based upon their similar nature to your engagement with us, including the information you have provided us and information available on your institution website (for example emailing PhD opportunities that may be of interest to students at your institution or potential research opportunities you may wish to take up.)

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

Who we share your information with

When you register as a member of CPOM your personal data will be available only to the key staff responsible for managing/running CPOM activities.

If you are added to our regular newsletter list, we also share your data with the email services provider MailChimp, to send out our email newsletter and to manage our mailing list.

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/.

We will retain this data

- While you remain subscribed (i.e. hasn't withdrawn consent)
- If we do not engage with you for 12-24 months then we will get in touch with you to ensure you want to remain a member of CPOM.

We will remove your data from our mailing list if we receive a bounce back email.

When you unsubscribe from our newsletter you will be immediately removed from the list, and only minimal suppression data will be retained to ensure we don't include you in future mailings unless you resubscribe.

Transfers to third party countries

Please refer to Northumbria University's External Engagement Privacy Notice:

https://northumbria-cdn.azureedge.net/-/media/services/legal/gdpr/pdf/privnot/2018externalprivacynoticev1,-d-,0.pdf?modified=20231220044436

How personal data is stored securely by Northumbria University

Please refer to Northumbria University External Engagement Privacy Notice:

https://northumbria-cdn.azureedge.net/-/media/services/legal/gdpr/pdf/privnot/2018externalprivacynoticev1,-d-,0.pdf?modified=20231220044436

Northumbria University's full list of privacy notices can be found at this link: https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/gdpr/gdpr---privacy-notices/

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

How long we keep your information for

Your data is held in compliance with Northumbria University's retention schedule, which is published on Northumbria University's website. This can be summarised as: We will keep your personal information for as long as we have a professional relationship with you.

For enquiries and unsuccessful proposal developments this will be for 3 years following the completion of the enquiry or the outcome of your application. Where we have had an ongoing relationship, we will keep your data for up to 6 years after the end of the relationship.

- The following reasons justify our need to retain your data for the periods described:
- To respond to any questions or complaints.
- To show that we treated you fairly.
- To maintain records according to rules that apply to us.
- To allow monitoring and reporting of activity to ensure our ongoing work with external organisations is effective, responsible, and aligns with the goals of the institution and our wider commercial network.

Social Media

We maintain pages on social media platforms including LinkedIn, Bluesky, X, Instagram and Threads. When you interact with our content on these platforms — for example by following, liking, sharing, or messaging us — those interactions are governed by the privacy policy of the relevant platform, not ours. We do not control how social media platforms collect or use your data. If you send us a direct message, we will use the information only to respond to your query and will not store it beyond what the platform retains automatically.

We may review aggregated, anonymised analytics provided by social media platforms to understand how our content is performing. This does not identify individual users.

Social Media Privacy Policies

LinkedIn - https://www.linkedin.com/legal/privacy-policy

Bluesky - https://bsky.social/about/support/privacy-policy

Instagram - https://help.instagram.com/155833707900388

X - https://privacy.x.com/en

Threads - https://help.instagram.com/515230437301944

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

Equality and Diversity Monitoring

CPOM is committed to promoting and furthering equity, diversity and inclusion. One of the ways we do this is by asking people to provide information about their diverse characteristics, such as ethnicity, disability, gender, sexual orientation, and belief.

Collecting these data will help us to monitor the impact of CPOM activities on different groups, identify and address any inequalities, and will allow us to make specific adjustments or interventions aimed at improving how CPOM operates for its members, as required. For example, we have accommodated and made adjustments to enable parents of young children to still attend the annual meeting. By asking these questions each year, we are able to monitor how the composition of CPOM is changing through time.

Completion of these questions is not mandatory so there will be a "prefer not to say" option for each question.

The EDI monitoring section will be automatically split from the CPOM Annual Meeting registration form before it is opened. The raw data we collect will not have names or any other meeting information attached to it, but we realise that due to the small size of CPOM it may still be possible to identify individuals based on answers provided. Therefore the raw, individual response data will only be accessed by the CPOM Manager, CPOM Research and Events Officer for analysis, and will thereafter only be reported in anonymised, aggregated format as part of CPOM reporting processes. To ensure individuals are not identifiable, data on small groups ($n<5$), will not be reported or will be reported combined with other groups.

The monitoring forms in their raw format will only be held for five years in an encrypted, password protected document. All personal data supplied on this form will be managed in accordance with the General Data Protection Regulations outlined in the Data Protection Act (2018).

CPOM diversity data is not reported on an individual basis, but it may be shared publicly in an anonymised format as part of CPOM reporting processes.

If you have any questions about this monitoring, please contact cpom@northumbria.ac.uk.

Centre for Polar Observation and Modelling
Natural Environment Research Council

Privacy notice

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 or call +44 (0)191 243 7357

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.