

Science Media Centre

Privacy Notice for Governance Personnel

The Science Media Centre (the “SMC” and also “we”, “us”, “our”) is committed to protecting the privacy and security of your personal data. This privacy notice explains how we collect, store and use personal data relating to those undertaking voluntary governance roles at the SMC, including Trustees, in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Notice applies to current and former members of our Board of Trustees, our Advisory Group (previously Advisory Committee) and external members of other Committees. It also applies to those applying for governance roles with us.

The SMC is the ‘controller’ in respect of the personal data that it collects and processes in accordance with this notice.

Our data protection officer (DPO) is the Head of Operations, who can be contacted on dpo@sciencemediacentre.org

The personal data we hold

We process data relating to those undertaking voluntary governance roles at the SMC. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal contact details such as full name, title, home addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- References
- Evidence of qualifications
- Employment details
- Bank account details, in the case where you claim payment for expenses incurred carrying out your duties
- Start date and end date. Re-appointment date(s)
- Nationality
- Information about business and pecuniary interests. “Declaration of Interests”

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to help us run the SMC to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Trustees’ details
- Undertake equal opportunities monitoring

- Ensure that appropriate access arrangements can be provided if required

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- We need to comply with our legal and regulatory obligations, for example to enable us to register your appointment with regulatory bodies, or to comply with our statutory and regulatory reporting obligations.
- We have a legitimate interest in processing the data to facilitate communications with our board members in connection with our charitable aims.
- You have given your consent for us to do so.

Collecting this information

As a general rule we collect personal information directly from you but may also include any additional publicly available information. The majority of information we collect from you is mandatory. We seek to limit the amount of personal information we hold.

How we store this data

We take appropriate measures to ensure that all personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. Within the Science Media Centre, we limit access to your personal data to those who have a genuine need to access it. Those processing your personal data will do so only in an authorised manner, and are subject to a duty of confidentiality.

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of electronically transmitted data. Any transmission therefore remains at your own risk.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

To enable effective and transparent governance, Trustees and Advisory Group members are listed on our website.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about trustees. E.g. Charity Commission, Companies House.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governance/trustee support
- Funders – where for due diligence funders require details of our governance
- Professional advisers and consultants

Data retention

For unsuccessful governance position applicants or those who do not accept a position with us, we will generally destroy your data after 6 months unless you have requested that we retain it for longer.

For recruited voluntary governance personnel, except as otherwise permitted or required by applicable law or regulatory requirements, we will only retain your personal information for as long as we believe it is necessary to fulfil the purposes for which the personal information was collected (including, for the purpose of meeting any contractual, legal, accounting or other reporting and regulatory requirements or obligations). We may, instead of destroying or erasing your personal information, make it anonymous such that it cannot be associated with or tracked back to you. In most cases your data will be deleted 6 years after you have left the SMC or as otherwise set out in accordance with our data retention schedule and/or as required by law.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Human Resources Manager in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you feel your rights have been violated, you can lodge a complaint that is overseen by the Trustees of the SMC. To see our complaints policy or lodge a formal complaint, please email our DPO. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our data protection officer on dpo@sciencemediacentre.org