

## **3M BIC CONTACT PRIVACY NOTICE**

### **Purpose of this Notice**

This Notice explains how we will collect and use your personal data.

We are the data controller for personal data that we process about you.

Throughout this Notice, "3M BIC" "we", "our" and "us" refers to The 3M Buckley Innovation Centre. "you" and "your" refers to Contact or Customer.

### **Change in the law**

Until 24 May 2018 we shall process your personal data in accordance with the Data Protection Act 1998 (or DPA for short). From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulation (or GDPR for short).

This Notice complies with requirements under both DPA and GDPR.

### **Changes to this Notice**

Prior to the implementation of GDPR, we are likely to make changes to this Notice. We shall inform you of any changes to this Notice. Notification will be through the appropriate medium of communication e.g. where our main contact with you is by email we will email you.

### **Any questions?**

If there is anything you are unclear about, please contact our Executive Officer, whose contact details are provided at the end of this Notice.

### **Where does the 3M BIC get your personal data from?**

We obtain personal data about you from the following sources:

Tenancy Agreements, Meeting Room Bookings, Network Membership Signups, Newsletter Signups, Conferences, Business Cards.

### **Categories of personal data being processed**

We will collect and process personal data about you for the purposes described below.

Personal data may contain "sensitive personal data" as described under the DPA and "special categories of data" as described under the GDPR. Such "sensitive personal data" or "special categories of data" could include information about your racial or ethnic origin, religious beliefs or other beliefs, physical or mental health or, in relation to DPA only, other conditions and information concerning any criminal offences or criminal proceedings.

### **The purposes for which we process your personal data and the legal basis for that processing**

In general terms, we process your personal data for administration, events & marketing purposes.

### **Who might we share your data with?**

The 3M BIC will occasionally share your personal data with third parties. For example, The

University of Huddersfield.

### **Unwanted communication**

We will from time to time communicate with 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 the method of communication that we use please unsubscribe to general email communications.

If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Business Development Officer.

### **Your rights as a data subject**

We thought it would be helpful to set out your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data, in certain circumstances;
- restrict processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Further information about these rights is available from the Information Commissioner's Office <https://ico.org.uk/>.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/concerns/>.

### **Legal basis for processing your data under GDPR**

GDPR is new law and the extent of lawful grounds for processing personal data has yet to be fully understood. The information set out below represents the 3M BIC's current informed view on the grounds for processing against each specified purpose. As understanding and application of GDPR develops, the 3M BIC may change its views on its legal basis for processing; we will notify you where this is the case.

Here is a brief explanation of the grounds referred to:

- (Article 6(1)(a)), Consent - on specific occasions the 3M BIC will only process certain data if you consent.
- (Article 6 (1)(b)), necessary for the performance of a contract - on many occasions the 3M BIC will process your data to enable it to meet its contractual commitments to you.
- (Article 6 (1)(c)), necessary to comply with a legal obligation - the 3M BIC may have

legal obligations to provide your personal data to others.

- (Article 6 (1)(d)), for the purpose of protecting the vital interest of yourself or another - sometimes in extreme circumstances the 3M BIC will have to release information to protect your interests or the interests of others e.g. in medical emergencies.
- (Article 6 (1)(e)), processing necessary for the performance of a task carried out in the public interest
- (Article 9(1)(a)), processing “special categories” of data where you have given consent - the 3M BIC will process certain sensitive information about you with your consent.
- (Article 9(1)(g)), processing “special categories” of data where necessary for reasons of substantial public interest.
- (Article 9(1)(f)), processing “special categories” of data in connection with legal claims.

It is recognised that some of the above grounds will overlap and that the 3M BIC could rely on multiple grounds justifying its lawful processing. The 3M BIC also reserves the right to rely upon other grounds that are not referred to above.

### **Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Executive Officer Sally Connolly, [S.Connolly@hud.ac.uk](mailto:S.Connolly@hud.ac.uk).

Our general postal address is The 3M Buckley Innovation Centre, Firth Street, Huddersfield, HD1 3BD.

Our telephone number is 01484 505601.

Our data controller registration number provided by the Information Commissioner's Office is ZA028246.