



# PRIVACY POLICY AND PROCEDURE

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## 1. PURPOSE OF POLICY

At In2scienceUK we are committed to protecting your personal information and being transparent about what information we hold about you.

Using personal information allows us to deliver our programmes and provide you with relevant information about the work that we do. As a registered charity, it also helps us to engage with potential donors and supporters.

This Privacy Policy outlines how In2scienceUK collects, uses, stores and protects your personal information in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws. If you have any queries



about this policy, please contact the Data Protection Officer (DPO) at In2scienceUK, James Cook, Head of Operations at: [dataprotection@in2scienceuk.org](mailto:dataprotection@in2scienceuk.org)

## **2. WHO WE ARE**

In2scienceUK is a non-profit organisation which aims to support young people from low socioeconomic backgrounds to progress to careers in science, technology, engineering and maths (STEM). We are funded by host partnerships, trusts, foundations, individuals, the government and industry donors and supporters.

In2scienceUK is a registered charity in England, Wales and Scotland (1164821 & SC053912) and registered company (07706662).

## **3. INFORMATION COLLECTION**

We look after your personal data by keeping it up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting it from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect it.

We collect various types of information in a number of ways:

### **3.1. Information you give us**

For example, when you register for one of our programmes, make enquiries via email, participate or volunteer for one of our programmes, or make a donation, we'll store the personal information that you give us such as your name, email address, postal address, telephone number, demographic information and bank information, where applicable. We will also store a record of your payments and donations.

### **3.2. Information about your interactions with us**

When you visit our website we collect information about how you interact with our content and pages. When we send you an email we store a record of this, and in the case of emails containing our newsletter, we keep a record of which ones you have opened and which links you have clicked on.

### **3.3. Sensitive personal data**

Data Protection law recognises that certain categories of personal information are held as special categories of data, such as health information, race, religious beliefs and political opinions. We only collect this type of information when there is a clear reason for doing so. As an example, we collect health information and ethnicity about participants on our programmes.



## **4. WHY WE USE YOUR DATA – LEGAL BASIS**

There are four bases under which we may process your data:

### **4.1. Contract Purposes**

When you join our programmes or make a donation to us, you are entering into a contract with us. In order to perform this contract, we need to process and store your data. For example, we may need to contact you by email or telephone to organise participation in our programmes, or in the case of problems with your payment.

### **4.2. Legitimate Business Interests**

In certain situations, we collect and process your personal information for purposes that are in our legitimate organisational interests. However, we take care that the way we use your personal data ensures it does not override your personal interests.

### **4.3. With Your Explicit Consent**

For any situations where the two bases above are not appropriate, we will instead ask for your explicit consent before using your personal information in that specific situation. You can revoke this consent at any time.

### **4.4. Legal Obligation**

In some cases, the processing of your personal information is necessary for us to comply with the law during the delivery of our programmes. This might include emergency contact, background checks, and health and medical information.

## **5. MARKETING COMMUNICATIONS**

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this, we use data that we have stored about you, such as what events you have participated in in the past, as well as any preferences you may have told us about.

We use our legitimate organisational interest as the legal basis for communications by post, text messaging and email. In the case of postal mailings, you may object to receiving these at any time using the contact details at the end of this policy. In the case of email and text messaging, we will give you an opportunity to opt out of receiving them during your first interaction with us. If you do not opt out, we will provide you with an option to unsubscribe in every email and message that we subsequently send you, or you can alternatively use the contact details at the end of this policy.



We send notifications from time to time in order to update you about any service changes, events and promotions we may be running. If you no longer wish to receive these communications, please get in touch.

We may also contact you about our work by telephone. We will also give you the option to opt out of being contacted in this way. Please bear in mind that this does not apply to telephone calls that we may need to make to you related to your participation in various programmes.

## **6. OTHER PROCESSING ACTIVITIES**

In addition to marketing communications, we also process personal information in the following ways that are within our legitimate organisational interests:

- We may analyse data we hold about you to ensure that the content and timing of communications that we send you are as relevant to you as possible.
- We may analyse data we hold about you in order to identify and prevent fraud.
- In order to improve our website, we may analyse information about how you use it and the content and pages with which you interact.
- In order to process your information for the execution of background checks or for employment/volunteering opportunities.

In all of the above cases, we will always keep your rights and interests at the forefront to ensure they are not overridden by your own interests or fundamental rights and freedom. You have the right to object to any of this processing at any time. If you wish to do this, please use the contact details at the end of this policy. Please bear in mind that if you object this may affect our ability to carry out tasks above that are for your benefit – such as participation in a programme or specific activity.

We maintain a Record of Processing Activities (RoPA) and conduct Data Protection Impact Assessments (DPIAs) where needed.

## **7. THIRD PARTIES**

We may share your data with third parties, for example:

- Participant data may be shared with third parties including schools, universities and host organisations in order to facilitate the functioning of our programmes and enable them to monitor the impact of their involvement.
- Participant data may be shared with universities to use for HEAT tracking and with UCAS to monitor the impact of our programmes. This does not impact in any way on students' applications to any university.



- Data of any individual may be shared with law enforcement agencies, regulators, courts or other public authorities where we are required to do so, or are authorised to by law.
- Data is sometimes shared with evaluation partners, to conduct impact analyses of our programmes;

When sharing information with other parties as detailed above or through service contracts with other organisations, we'll make sure that they also have appropriate security measures in place and only process your personal data in accordance with our instructions and not for any other purpose.

If you are not willing to provide your personal data, you may not be able to participate in our programme.

To organisations who have requested the use of our photos/videos for their own materials, or organisations to which you have attended an event or placement. We will always ask for your explicit consent before doing so.

## **8. COOKIES**

Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to allow a website to function as well as to provide website operators with information on how the site is being used.

We use cookies to keep track of website interactions. This helps us identify how the website is being used and what improvements we can make.

## **9. YOUR PERSONAL INFORMATION**

### **9.1. Consent**

If you wish to subscribe to our marketing communications, we will use your name, email address and phone number to send communications to you. We will inform you if we intend to disclose your information to any third party for such purposes. You may elect to stop receiving our marketing emails by following the unsubscribe instructions included in such communication.

### **9.2. Subject Access Requests**

If an individual contacts In2scienceUK requesting their information, this is called a Subject Access Request. Subject Access Requests from individuals should be made by email, addressed to [dataprotection@in2scienceuk.org](mailto:dataprotection@in2scienceuk.org).

The DPO can supply a standard request form, although individuals do not have to use



this. Individuals will not be charged for their Subject Access request, and the DPO will aim to provide the relevant data within 14 days of the request. The DPO will always verify the identity of anyone making a subject access request before handing over any information.

### **9.3. Access to Information**

You have the right to access information held about you.

### **9.4. Right to Deletion, Rectification and Data Export**

We permit you to delete, rectify and export information you have provided to us, subject to the conditions of our legal obligations.

### **9.5. Retention**

We retain personal data in accordance with our retention schedule and for as long as we provide services to you or where reasonably necessary to comply with our legal obligations (including law enforcement requests), meet regulatory requirements, maintain security, prevent fraud and abuse, resolve disputes, evaluate our programmes and announce upcoming events you may be interested in.

Any objections you make to any processing of your data will be stored against your record on our system so that we can comply with your requests.

If there are aspects of your record that are inaccurate or that you would like to remove, you can use the contact details at the end of this policy to let us know.

### **9.6. Security of Your Personal Information**

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

### **9.7. Right to Your Own Likeness**

For both still and moving images, we will always ask for consent from you to publish them, and we will always abide by your preferences. As with all consent-based items, you are always allowed to revoke your consent at any time by contacting us via the information below.

If a third party requests any images or videos that you are in, we will always contact you ahead of time to gain your consent for that specific purpose every time a request is made. If consent is granted, it will only be used for the specified purpose and will not be used as 'blanket permission' for future third party requests.



## 10. CONTACT DETAILS

Please get in touch with us if you have any questions about any aspect of this Privacy Policy, and in particular if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests.

### **In2scienceUK**

10 Queen Street Place

London, EC4R 1BE

dataprotection@[in2scienceuk.org](mailto:dataprotection@in2scienceuk.org)