

## Data Protection Privacy Notice

### UK Ageing Network - UKAN Membership Registration

As part of UK Ageing Network (UKAN) project the University of Brighton collects and processes personal data relating to UKAN membership.

The University of Brighton as the lead partner is responsible for delivering the UKAN website, the BLAST webpage and UKAN and BLAST events in collaboration with its partners: University of Oxford, University of Glasgow, Queens University Belfast and Imperial.

The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This privacy notice informs individuals how their personal data is used as part of this project.

### What information does the University Collect?

The University collects a range of information about you. This includes:

- UKAN membership: Your title, name and email address, contact telephone number, the department, institution/business, city/town and region of the UK or the world, type of work, career stage, research interests, consent to share your membership details with other UKAN networks (as specified by you on the form)
- We do not routinely process "special categories" data.

The University collects this information from the membership registration form / event registration form using MS Forms.

### Why do we collect your data?

We use your information to allow us to support you with your requirements, and keep in touch with you so that we can

- Send you communications about the work of UKAN
- Send you a regular UKAN newsletter .
- Invite you to an event or conference run by UKAN / BLAST or other UKAN network's activities.
- Share information about opportunities which may be of interest to you based on your interests/career stage as indicated in your registration.

We also use anonymised data (such as geographic locations and career stages) when feeding back to our funders as to the broad range of our membership community.

### Our lawful basis

We are processing your data with your consent based on selection of any related tick boxes when you submit your membership application.

Whenever you give your consent for the processing of your personal data, you have the right to withdraw that consent at any time emailing us at [admin@ukan.org.uk](mailto:admin@ukan.org.uk)

## How your data is held

Your personal data is held within our secure content management system (Sharepoint), our CRM system (Spotler) and our email systems (IONOS and Outlook) and accessed by staff within the UKAN / BLAST team who manage communications with UKAN / BLAST members. Partner networks use equally secure institutional systems for data storage (if you have agreed to share your details with them and join their respective mailing lists and/or register for their events).

## Transfers of data outside the UK

It may be necessary for us to transfer personal data outside the UK where our data processors hold servers outside the UK or where the university's suppliers, service providers and research partners are based outside the UK.

Where we transfer personal data outside of the UK as part of these relationships, we ensure appropriate contracts or other safeguards are in place, and ensure compliance with the UK GDPR and the Data Protection Act (2018).

## Who has access to data?

- Your information will be shared internally to enable us to best deliver the services you have enquired about, to monitor our engagement and manage relationships.
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## How long we will keep your data?

We will retain your personal data for the duration of the project – until the end of the UKAN / BLAST project 31/03/2025 – or thereafter, if the project funding is extended and purpose remains the same.

## Data subject's rights

Data Subjects have a number of rights – including access, rectification and erasure. Information on how to exercise these rights can be found at [Privacy notices and Record of Processing Activities \(brighton.ac.uk\)](#) or by contacting [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk) , tel 01273 642010

We will not use your personal data for automated decision making / or profiling about you as an individual.

## Changes to this notice

We keep our privacy notices under regular review. This privacy notice was last updated in April 2024

## Other privacy notices

Please see our Website Privacy and Cookies policy at this page [here](#)

Partner networks are responsible for sharing their own privacy policies – please contact them directly if you cannot see the link to it from their web pages (which are all accessible from the UKAN homepage [here](#))

Other University of Brighton privacy notices can be found at [Privacy notices and Record of Processing Activities \(brighton.ac.uk\)](#)

## Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at:

[UKAN email](#)