

About this Privacy Statement : This Privacy Statement explains how personal data is processed by the Space Science and Engineering Foundation, a registered charity (No. 1170548)

The SSEF is a data controller of your personal data for the purposes of the Data Protection Act 2018 and the EU General Data Protection Regulation 2016 and we take our responsibilities as a controller of data very seriously. This Privacy Statement sets out how the SSEF obtains, processes and protects your personal data, and how we manage our commitment and responsibility to you. It also explains the legal rights that you have in relation to your personal data. If you have any questions about your personal data or its use, please contact Jenny Lyons by email at [j.lyons@uksdc.org](mailto:j.lyons@uksdc.org)

The SSEF processes personal data about prospective, current and former competitors and their parents; School staff contacts; University venue links; volunteer contacts.

Examples of data held include:

- name, title, date of birth and gender;
- contact details including email and emergency phone numbers;
- information related to the health and wellbeing of participants;
- education and employment data;
- images, audio and video recordings
- We also need to process “special category personal data” for certain purposes. i.e. personal data relating to an individual’s health.

Purposes for which we process personal data:

We process personal data to support the SSEF’s operation as an educational charity, and in particular for:

- The admission of students to competitions;
- All administration relating to the delivery of a competition and the provision of university references (including alumni);
- The safeguarding and wellbeing of students during competitions
- Promoting and marketing the competition, and for reporting to funders of the competition.

How we collect, process and share information about you:

We collect most of the personal data we process directly from the schools joining the competition, or in the case of individuals entering the competition, directly from those individuals.

The SSEF has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Our online forms that are used to collect personal data such as competition booking forms are encrypted. Our network is securely protected and monitored. Our policies on the use of information systems and devices are rigorous. The SSEF undertakes regular reviews of people with access to the information it holds to ensure that it is only available to appropriately trained staff and volunteers. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

How long will the SSEF keep your personal data?

Your personal data will be retained securely for so long as is necessary to fulfil the purposes we collected it for but including for the purposes of satisfying any legal\*, accounting or reporting requirements and where required to assert or defend against legal claims, until the end of the relevant retention period or until the claims in question have been settled. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Upon expiry of the applicable retention period we will securely destroy your personal data in accordance with data protection law or other applicable regulation.

If you have any specific questions about retention of your information please contact [j.lyons@uksdc.org](mailto:j.lyons@uksdc.org)



Your rights Under Data Protection Law - you have the right to:

- Obtain access to, and copies of, the personal data we hold about you;
- The SSEF is required to respond within one month. But please note, we may be able to respond ..... quickly to targeted requests for information. If your request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a fee where the law permits us to do so.
- The SSEF may legally withhold your personal data in certain circumstances. For example, where making the information available to you would reveal personal data about another person. The SSEF is also legally entitled to withhold information that is legally privileged.
- Correct any inaccurate data we hold about you;
- Ask for data about you to be amended or erased, subject to certain limitations;
- Ask us not to send you communications;
- Withdraw your consent to any further processing, where the SSEF is relying on consent as a ground for processing;
- In certain circumstances receive data in a reasonable format specified by you;
- Request the restriction of the 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;
  - Object to the processing of your personal data where we are relying on a legitimate interest (or the legitimate interest of a third party) and there is something about your particular situation which makes you want to object to the processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes. If you wish to access or amend your personal data or object to how it is used, please contact Jenny Lyons in writing or by email to: [j.lyons@uksdc.org](mailto:j.lyons@uksdc.org). We will respond as soon as we can, and certainly within the statutory time limits.

Comments Your comments and feedback will help us to learn and improve. If you wish to communicate with us about any aspect of your experience of the SSEF, please contact: [j.lyons@uksdc.org](mailto:j.lyons@uksdc.org)

If you are not satisfied with our response you can make a complaint to the Information Commissioner Office (ICO).