

## ROYAL ACADEMY OF ENGINEERING PRIVACY POLICY – PURCHASE AND EVENT

### INTRODUCTION

The Royal Academy of Engineering takes its responsibilities in relation to data protection seriously. This document sets out the ways in which we collect, use and share personal data across the when you sign up to an event (as a speaker or a delegate) or when you purchase items from the Academy. If you'd like to see the way we process data more generally please see our General Privacy Notice.

In this events and purchase privacy policy (the “**Privacy Policy**”):

- References to **we, us** or **our** means the Royal Academy of Engineering, a Registered charity (No. 293074) (Academy). We are located at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG, United Kingdom.
- References to **you** or **your** means anyone using the Services and or the Website (both as defined below).
- References to the **Websites** means the websites found at:

[www.raeng.org.uk](http://www.raeng.org.uk), [www.enterprisehub.raeng.org.uk](http://www.enterprisehub.raeng.org.uk), [www.qeprize.org](http://www.qeprize.org), [www.ingenia.org.uk](http://www.ingenia.org.uk), [www.stemresources.raeng.org.uk](http://www.stemresources.raeng.org.uk), [www.lif.raeng.org.uk](http://www.lif.raeng.org.uk), [www.forum.raeng.org.uk](http://www.forum.raeng.org.uk), [www.educationforengineering.org.uk](http://www.educationforengineering.org.uk), [www.princephiliphouse.com](http://www.princephiliphouse.com) and [www.innovators.raeng.org.uk](http://www.innovators.raeng.org.uk) or such other of our websites as we may operate from time to time.

### WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION THAT WE COLLECT?

The Academy is the controller because we determine the purpose for which your personal information is used and how we use your personal information.

### WHAT PERSONAL INFORMATION DO WE HOLD ABOUT YOU?

We have set out below how we collect, use, transfer, disclose or otherwise process your personal information.

### WHAT LEGAL BASIS DO WE HAVE TO PROCESS YOUR DATA?

The lawful bases we rely on for processing your information are:

**(a) Consent** - We will ask for your consent to contact you for marketing purposes through electronic methods.

**(b) Contractual obligation** – Data required for the performance of a contract we have or will enter with you

**(c) Legal obligation** – We are required to keep some data for tax purposes (e.g. Gift Aid)

**(d) Public task** - To enable us to support the Home Office in its statutory duties.

**(e) Legitimate interest** - We require your personal information in order to enable us to manage and carry out our operations as an organisation and fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit. Data subjects will always be given visibility of our Privacy Policy and the option to opt-out.

Legitimate Interest is the legal basis for marketing to corporate email accounts and by post.

## INFORMATION THAT WE HOLD ABOUT YOU

The information that we hold about you may include the following:

Type of Personal Information	Where this data is collected from	Purpose of processing	Lawful basis for processing
Contact details including: Name, title, address, email address and telephone number.	From you	a) To communicate with you and process any application, purchase, donation or query you may have. b) To send you copies of our newsletters or magazines such as <i>Ingenia</i> when you subscribe to receive these.	<b>Legitimate Interests</b> (for a) or <b>Consent</b> (for c)
Photographs and video recordings such as images (including photographs and pictures) or video recordings created during workshops or for the Websites or other business activities of the Academy, or for other relevant purposes as permitted by law.	From the workshops and your attendance and interaction	To improve the quality of training carried out by the Academy and the Services.	<b>Legitimate interests.</b>
Feedback on events, programmes or workshops that we hold.	From you	To carry out satisfaction surveys, evaluations and analysis.	<b>Legitimate interests.</b>
Education and employment information Educational background, qualifications, employer details and employment history, skills and experience, professional licences, membership of professional bodies.	From you.	To provide background on you to delegates for presentations.	<b>Legitimate interests</b> <b>Or</b> <b>Contractual obligation</b>
Financial information and account	From you	To administer your payments or donations	<b>Contractual obligation</b>

<p>details in relation to any payments we need to make to you such as grant payments or in relation to payments that you need to make to us to subscribe for any of our Services this can include Bank account number, credit card number or other financial account number and account details and Gift Aid Status.</p>		<p>to us.</p>	
<p>Images of you captured by CCTV at our premises in London</p>	<p>Through our use of CCTV at our premises at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG.</p>	<p>We operate CCTV at our premises for security purposes and we will record images of all individuals entering our premises and anyone outside the immediate vicinity of these premises.</p>	<p><b>Legitimate interests.</b> In order to keep our premises, staff and members safe.</p>
<p>Occasionally, we may process information about your racial/ethnic origin, sexual orientation, religious belief; or current physical, medical condition or disability information.</p>	<p>From you</p>	<p>We will process this information if it is relevant to enabling access to our facilities, making reasonable adjustments or tailoring our service to your needs and to monitor the effectiveness of our policies and processes as regards equality.</p>	<p>With your explicit consent; or where appropriate we rely on the <b>equality of opportunity or treatment</b> legal basis. We only report on this in a non-attributable and aggregated manner</p>

## LEGAL REQUIREMENTS

We may be required to obtain your personal information to comply with our legal requirements, or to enable us to provide you with the Services you have requested. If you do not provide the relevant personal information to us, we may not be able to provide these Services.

## WHO MAY WE DISCLOSE YOUR PERSONAL INFORMATION TO?

We may share your personal information with:

Type of third party	Examples
<b>General</b>	
Our service providers	Our business partners, suppliers and sub-contractors for the performance of our business operations as well as for any contract we enter into with you.  We will also share your personal information with the following categories of service provider to help us with our operational requirements. For example: travel agencies and travel providers in order to arrange travel for events and programmes that we hold around the world;
Our professional advisers	Including insurers, accountants, lawyers and other professional advisers that assist us in carrying out our business activities
International partner organisations with the Academy such as other International Academies	For example, TIA (South Africa) and CONCYTEC (Peru).
Other UK national academies and corporate partners	Such as the Academy of Medical Sciences, the Royal Society and the British Academy.
Organisations who are funding providers to the Academy	Department for Business, Energy and Industrial Strategy, Leverhulme Trust and Lloyd's Register Foundation. A full list of funding providers is provided in our audited Report and Accounts at <a href="https://www.raenq.org.uk/about-us/strategy-and-finance">https://www.raenq.org.uk/about-us/strategy-and-finance</a>

We may also disclose your personal information to other third parties, for example:

- if we or substantially all of our assets are acquired by a third party or we merge with another charitable organisation (or are subject to a re-organisation within our group), personal information held by us will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal information to comply with any legal obligation, or we are involved in any litigation with you.

Whilst we have listed above the different third parties with whom we share personal information, please be assured that we will not share all of your personal information with all of the third parties list

above. For a list of third parties with whom your particular personal information may be shared, please contact the Compliance Manager at [cm@raeng.org.uk](mailto:cm@raeng.org.uk), or by one of the other means of communication set out in the How to Contact Us section below.

We will only ever share the minimum of your personal information with such third parties as are listed above as is necessary to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit. The extent of the sharing of your personal information will differ depending on the nature of the relationship that you have with us.

## **WHERE WILL WE TRANSFER YOUR PERSONAL INFORMATION?**

We will process your personal information both within the UK, the European Economic Area and beyond. This is because we hold events globally related to our charitable purpose, we have partnership programmes in place with other engineering related academies and bodies and innovation funding agencies in these countries and we may send applications for funding and grants that we receive to individuals who are academics in the field of engineering and who are based internationally.

When we transfer personal information outside the UK and EEA, we will implement appropriate and suitable safeguards to ensure that such data will be protected as required by applicable data protection law, for example, we will seek to anonymise it.

If we can't anonymise your personal information, we will put in place appropriate safeguards to protect your personal information. For further information please contact the Compliance Manager at [cm@raeng.org.uk](mailto:cm@raeng.org.uk).

## **HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?**

We will retain your personal information for no longer than is necessary for the purposes for which the personal information is processed. The length of time we hold on to your personal information will vary according to what that information is and the reason for which it is being processed. Personal information which is held for the following purposes will be retained by us for six years:

- to respond to any queries or complaints you may have; and
- to fulfil our obligations to H.M Revenue & Customs, Home Office, Department for Business, Energy and Industrial Strategy, Department for International Development and other governing bodies

For those processing purposes not listed above, we will hold this information in accordance with our data retention policy. For further information on our policy and how long we will keep your information for, please contact the Compliance Manager at [cm@raeng.org.uk](mailto:cm@raeng.org.uk), or by one of the other means of communication set out in the How to Contact Us section below.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal information to those who have a business need to know. Details of these measures may be obtained from the Compliance Manager at [cm@raeng.org.uk](mailto:cm@raeng.org.uk).

## **YOUR RIGHTS**

You have certain rights with respect to your personal information. These rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table in the general notice for more detail. You can exercise these rights using the contact details below.

## **HOW TO COMPLAIN**

If you think there is a problem with how your personal information is being handled, please contact us by using the details set out in the How to Contact Us section below.

You also have a right to complain to the Information Commissioner's Office who can be contacted on 0303 123 1113. Their contact details are also set out at [www.ico.org.uk](http://www.ico.org.uk).

## **CHANGES TO OUR PRIVACY POLICY**

We will review this Privacy Policy regularly and we will update it from time to time.

Any changes we make to this Privacy Policy in the future will be posted on our Website and, where appropriate, we will give you reasonable advance notice of any changes.

## **HOW TO CONTACT US**

If you have any questions regarding this Privacy Policy or the way we use your personal information, you can contact the Compliance Manager via:

Email: [cm@raeng.org.uk](mailto:cm@raeng.org.uk)

Telephone: +44 (0) 207 766 0600

Post: Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG, UK

This Privacy Policy was last updated on 18 January 2021.