

Introduction

This privacy notice describes how the Liverpool School of Tropical Medicine uses and protects information that you give us when you communicate with us about scientific innovation work.

LSTM is committed to ensuring that your privacy is protected and will only process personal data in accordance with the current data protection legislation and this privacy notice.

LSTM may change this policy from time to time and we will then issue an updated privacy notice. You can view all our latest privacy notices on our website: <https://www.lstmed.ac.uk/lstm-privacy-statement>

What information is being collected?

We collect name, address, organisation, country, e-mail address and telephone number. We also collect information about your professional interests, event attendance and a high-level summary of communications that LSTM staff working on the iiCON project have with you. We do not collect any special category information.

The legal bases for processing this information are:

- Consent - for electronic marketing
- Required for the performance of a contract – for grants and other award application processes
- Necessary for the purposes of legitimate interests pursued by LSTM – for managing contact information for potential future opportunities.

Who is using this information and why?

The purpose for using this information is to proactively further LSTM's external relations by having a system for managing contact information and reporting on business development. This enables us to maximise scientific collaboration, keep in touch with innovators, and efficiently track and manage partner opportunities for mutual benefit.

How is the information used?

The information we store is either received directly from you, for example in an email, or derived from other communications that LSTM staff have with you. We may profile your professional interests. All this information is entered into a database owned and run by LSTM using the external online service, HubSpot. We take summary information from HubSpot to produce reports. We have risk assessed our use of HubSpot to ensure that we protect your information.

Who is information shared with?

Information in HubSpot is stored in the cloud at secure data centres in Europe and the USA. We use the contact information from HubSpot to make telephone calls and send emails. We do not share the data with any other organisations; the only people with access to your information are a dedicated team of LSTM staff with HubSpot access. LSTM does not sell personal information.

Retention of data and updating your information

Any information we use for marketing purposes will be kept until you notify us that you no longer wish to receive this information. Other information is checked for accuracy and that it is still needed at least annually.

How will the collection of data affect you?

We intend that managing contact information means you will receive relevant updates from LSTM in accordance with your professional interests. We may contact you after you raise a query with us or if an opportunity arises that matches your profile. We may also contact you to seek your views on LSTM and its ventures.

If at any point you wish to opt out from your personal data being included in the database you can let us know by emailing iiCON@lstm.ac.uk.

Your rights and how to find out what information we hold about you

The Data Protection Act 2018 gives individuals the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure (to be forgotten)
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you wish to exercise any of the rights above, please get in touch using the details below.

How to contact us

If you wish to exercise any of these rights, including making a subject access request for information held in HubSpot, please contact us at: iiCON@lstm.ac.uk.

LSTM is the controller of these data. Queries to LSTM about data protection should be directed to the Data Protection Officer, Liverpool School of Tropical Medicine, Pembroke Place, Liverpool, L3 5QA. dataprotection@lstm.ac.uk 0151 702 9323

How to complain

If you are unhappy with how your personal data is being processed you may, in the first instance, complain to the Data Protection Officer using the contact details above. If you continue to have concerns you have the right to contact the Information Commissioner. Helpline: 0303 123 1113.

Website: <https://ico.org.uk/for-the-public/raising-concerns/>