# Privacy Notice of the UK-Ireland Digital Humanities Association

## Who we are

The UK-Ireland Digital Humanities Association is hosted by the University of London. We are registered as a data controller with the Information Commissioner's Office (notification number is Z5419651) and have a Data Protection Officer, Suzie Mereweather who can be contacted via data.protection@London.ac.uk.

## What this is

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of London.

## What data are we collecting?

*List of the categories of people whose personal data we collect/use*

### Event Attendees (for example, Annual Event, regional meetings, information sessions)

The personal data that we process about you consists of:

- Your name
- Your organisation
- Your email address
- Whether you work for the University of London federation
- Whether you are a student or academic
- Your stage of career/professional circumstances
- Which country you live in
- Which region of the UK you live in (if applicable)
- Which sector(s)/industries you work in
- Your vehicle registration number, if you require parking

Optional EDI information:

- Your gender identity
- Whether the gender you identify with is the same as your sex registered at birth
- Your age bracket
- Whether you identify as disabled
- Your ethnicity
- Your dietary requirements
- Your accessibility requirements

## Bursary applicants and awardees:

The personal data that we process about you consists of:

- Your name
- Your email address
- Your affiliation or employer
- What sector you work in
- Your eligibility for the bursary (e.g. if you are a postgraduate student, early career professional/researcher, or if you are precariously employed).
- Whether you have alternative funding available
- What region or country you are based in
- How much funding you require
- Payment information, if you are awarded a bursary

## Mailing list subscribers

The personal data that we process about you consists of:

- Your name
- Your email address

## Members or prospective members

The personal data that we process about you consists of:

- Your name
- Your organisation
- Your email address
- Whether you are a student or academic
- Which sector(s)/industries you work in
- Your career / professional circumstances (drop down choice)

- Which country you live in
- Which region of the UK you live in (if applicable)
- Whether you are based in the UK or Ireland

Optional EDI information:

- Your gender identity
- Whether the gender you identify with is the same as your sex registered at birth
- Your age bracket
- Whether you identify as disabled
- Your ethnicity

## Applicants or Expressions of Interest (e.g. call for papers, peer review, Collective, fellowships, Community Interest Groups, small grants)

The personal data that we process about you consists of:

*For calls for papers:*

- Your name (for all authors)
- Your email address (for all authors)
- Your country/region (for all authors)
- Your affiliation (for all authors)
- Your web page (for all authors; optional)
- Your title
- Your keywords
- Which sector(s) you primarily work in
- Where you are primarily based
- Whether you are a student or early-career researcher/professional
- Your abstract

*For peer review:*

- Your name
- Your email address
- An expression of interest outlining your experience

*For Collective/Executive Committee:*

- Your name
- Your email address
- Where you are located

- Why you would like to be a member of the Association collective

*For CIG coordinators:*

- Your name
- Your institution, if applicable
- Your email address

*For small grants:*

- Your name
- Your email address
- A short biography
- Whether you are enrolled as a student or employed on a research contract
- Your publication details/information
- Which region you are based in
- Your sector or industry
- Your payment information, if you are awarded a grant

Optional, anonymised EDI information:

- Your age bracket
- Your ethnic group or background
- Whether you consider yourself to have a disability
- Your gender
- Your religion or belief

*Fellowships*

- Your name
- Your title
- Your current affiliation or place of work, if applicable
- Your correspondence address
- Your email address
- The name of a referee, their email address and relationship to you
- Or a letter of support from your line manager or supervisor
- Whether you are resident in the UK or Ireland
- Where you are based (optional)
- Which industry or sector you work in (optional)
- Whether you identify as an early career researcher or professional (optional)
- Your CV

- Your fellowship proposal
- Your fellowship implementation plan

Optional, anonymised EDI information:

- Your age bracket
- Your ethnic group or background
- Whether you consider yourself to have a disability
- Your gender
- Your religion or belief

### People who provide feedback

The personal data that we process about you consists of:

- Your email address (optional)
- Your public Google account name and profile picture, if commenting on a Google Doc

### Survey respondents

The personal data that we process about you consists of:

- Where you are based
- Whether you are affiliated with any institutions
- The type (sector) of institutions you are affiliated with
- Where your institution is based
- Your job title
- The nature/contract type of your current employment
- Your career stage
- Your membership of any Digital Humanities organisations
- Your membership of any advocacy or networking groups
- The highest level of education you have attained
- The discipline of your highest academic qualification
- Whether you have contributed to research articles as the primary author
- Whether you have an ORCID ID
- Whether you are willing/able to act as PI on grants
- Your name (optional)
- Your email address (optional)

### Subjects of code-of-conduct reports

The personal data that we process about you consists of:

- Your name

- A description of the breach of code of conduct

## Why do we collect this information?

*The purposes for which we are collecting the data and the basis for processing*

We collect and use your personal data for the following purposes:

- To support your event attendance
- To enable you to send and receive messages to/from our mailing list
- To send you updates on membership
- To process your membership
- To produce statistical analysis on community engagement with the Association
- To process your application for an opportunity
- To improve our service with your feedback and respond
- To survey the Digital Humanities landscape
- To process your application for and award of a bursary
- To undertake Equality, Diversity and Inclusion (EDI) analysis

We process this data in the legitimate interests of the University of London as well as in your own legitimate interests. These purposes will never override your personal interests, fundamental rights and freedoms in relation to your personal data.

Collecting Equality, Diversity, and Inclusion (EDI) data is essential for fostering an inclusive environment and understanding the diversity of our audience. This data helps us identify areas for improvement, tailor our initiatives, and promote a more equitable society for everyone. We process this data in the substantial public interest.

## How we collect the data

We collect your data directly from you when you sign up to our events or opt in to our mailing list. We collect your data directly from you when you register your interest in membership or other opportunities including recruitment, or when you fill in a survey or provide feedback.

## How long do we keep your information?

*How long we will keep the data for, and what do we do with it then?*

We keep your personal data in accordance with the University's retention schedules and it is destroyed when appropriate.

## Who do we share your information with?

Information collected may be shared with:

- Members of the UK-Ireland Digital Humanities Association Collective/Executive Committee (including members outside the University of London)
- Colleagues conducting fellowships or work placements with the Association
- Within the University of London, colleagues who support functions such as IT, reporting and events
- Collaborative partners in events. These may be external to the University of London
- UK-Ireland Digital Humanities Association Community Interest Groups' mailing lists, if you opt in

## Who you pass data to outside of the University?

The University may use an external contractor or 'data processor' to store or manage its data. They will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under data protection law.

## What rights do you have in relation to the way we process your data?

*Information about the rights of individuals in regard to their data*

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject.

You have the right to:

- Withdraw your consent for us to process your personal data where we have relied on that consent as our basis for processing your data.

- Ask us to confirm that your personal data is being processed and to gain access to (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- Request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete.
- Have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the guide to data subject rights information.
- Restrict the processing of your personal data in certain ways.
- Obtain your personal data for reuse.
- Object to certain processing of your personal data.

If you would like to exercise any of your rights, please look at the information available on the data subject rights webpage.

## Make a complaint

If you have any concerns about the way that we have handled your personal data, please email the Data Protection team as we would like to have the opportunity to resolve your concerns.

If you're still unhappy, you have the right to complain to the Information Commissioner's Office (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.