



## Being Human Festival Privacy Notice

### 1. Introduction

Being Human festival is led by the School of Advanced Study, with generous support from Research England, in partnership with the Arts and Humanities Research Council and the British Academy. The School of Advanced Study is part of the University of London. The School of Advanced Study is registered as a data controller with the Information Commissioner's Officer [notification number is Z5419651 and have a Data Protection Officer, Suzie Mereweather, who can be contacted via [data.protection@london.ac.uk](mailto:data.protection@london.ac.uk). You can find out more on the School of Advanced Study's data protection webpage at <http://www.london.ac.uk/data-protection.html>.

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.

### 2. What information do we collect from you?

We hold and process personal data about festival organisers, collaborators and attendees.

The personal data we hold about you may consist of:

- Contact details
- Name
- Special categories of personal information including age, race, ethnic origin, gender, health information, employment status and education history
- Photo images
- Video footage

### 3. Why do we collect this information?

We collect and use your personal data in a number of ways:

Name and contact details: To contact organisers, collaborators and attendees in relation to their involvement in Being Human festival, associated events and training, and to send information about the festival. We will collect this data and use it with your consent, for anyone signing up to the festival mailing list and or an event organised by the School of Advanced Study. We process data needed to manage your attendance and involvement at the festival 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.

We process special categories of personal information with your consent, including age, race, ethnic origin, gender, health information, employment status and education history: These form part of the voluntary anonymised evaluation survey which all attendees, organisers and stakeholders are asked to complete. You do not have to provide this information. There is an optional prize draw in the evaluation for which we require attendees' name and email address. This personal information will only be used for

the evaluation and prize draw, by the Being Human team and external evaluation consultants.

Health information outside of the evaluation: We ask for attendees' accessibility requirements for any events or training organised by the SAS Public Engagement team. You do not have to provide this information, however it does help us to be able to support you when you do provide this.

Photo images and video footage: We collect images and video footage from Being Human events to capture the festival and to use for promotional purposes during the festival, for future festivals and to showcase the festival on an ongoing basis, and for archival purposes. Images and video footage may be used by Being Human festival, the School of Advanced Study, the University of London, the Arts and Humanities Research Council, the British Academy and Research England. Images commissioned by the Public Engagement team may be circulated to external press and media to promote the festival. For any images involving children under-18, we will ask those attendees to complete consent forms, and these will be stored in line with the University's retention schedules.

#### **4. What do we do with this information?**

We collect your data directly from you when you fill in Being Human application forms, sign-up to the mailing list, sign-up to attend an event or training organised by the Being Human team, attend an online event, or complete an evaluation survey. We collect data using Microsoft Forms throughout the festival process, including signing Terms and Conditions, Good Practice Agreement and Merchandise Request Form. We collect images and video at events, commissioned by the Public Engagement team or event organisers.

Contact details for the mailing list will be stored on Mailchimp.

All other data is stored within SharePoint which is hosted in the cloud by Microsoft. The University has carried out due diligence to make sure this third-party stores data in line with data protection expectations.

The University processes personal data in accordance with data protection legislation and our own Data Protection Policy

#### **5. How long do we keep your information?**

Data collected and used to manage your attendance at the festival is kept in line with the University's retention schedules.

We retain your data on our mailing lists for as long as you want us to. We can remove you from the mailing list at any time if you send an unsubscribe request, or unsubscribe directly through Mailchimp.

We keep anonymised statistics relating to data collected via the evaluation survey in line with the University's retention schedules.

We receive digital copies of paper evaluation forms completed by attendees, and some printed copies of application forms. Personal data will be printed to post materials to attendees.

Images and video footage from festival events will be held in line with the University's retention

schedules.

We keep your personal data in accordance with the University's retention schedules.

## 6. Who do we share your information with?

Information collected in relation to applications for Hub Awards and Small Awards may be shared with the University's Finance team to enable processing of grant payments.

Information collected in relation to any festival applications may be shared with the University's Marketing and Communications team to enable support in promoting festival activities.

Anonymised data from evaluation surveys will be used for data reporting within the School of Advanced Study, but no identifying data will be used.

Photo images and video footage may be shared with the School of Advanced Study and University of London's Marketing and Communications team for promotional purposes.

We may need to pass certain information with external parties to fulfil our funding and evaluation obligations. As a principle only minimal information will be shared as necessary. Third parties with whom information may need to be shared are:

- Evaluation consultants (evaluation surveys will be shared)
- Arts and Humanities Research Council
- British Academy
- Research England

## 7. What rights do you have in relation to the way we process your 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 (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.