

## ROYAL ACADEMY OF ENGINEERING GENERAL PRIVACY POLICY

### INTRODUCTION

In this general Privacy Policy (**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), [enterprisehub.raeng.org.uk](http://enterprisehub.raeng.org.uk), [qeprize.org](http://qeprize.org), [www.ingenia.org.uk](http://www.ingenia.org.uk), [stemresources.raeng.org.uk](http://stemresources.raeng.org.uk), [lif.raeng.org.uk](http://lif.raeng.org.uk), [forum.raeng.org.uk](http://forum.raeng.org.uk), [educationforengineering.org.uk](http://educationforengineering.org.uk) and [www.princephiliphouse.com](http://www.princephiliphouse.com) or such other of our websites as we may operate from time to time.
- the **Services** are made available by us to you (including via the Websites) and include:
  - applying for and attending events that we organise;
  - applying for and receiving grants from us;
  - entering competitions that we hold;
  - sponsoring or nominating a prize winner;
  - applying for and attending training courses we organise; or
  - participating in any activities that we undertake to fulfil our ethos and objectives as a charitable organisation.

A **Service** may mean any one of these activities listed.

### PRIVACY POLICY

This Privacy Policy (together with the terms of engagement that apply when you make any applications on one of our Websites, or complete a grant application form, or prize application form) sets out the basis on which we collect and use personal information about you through your involvement with us whether by your use of the Websites or our Services (as defined above).

This Privacy Policy describes:

- who is responsible for the personal information that we collect about you;
- the personal information we collect about you;
- how we will use it;
- who we may disclose it to; and
- your rights and choices in relation to your personal information.

This is to make sure you have a full picture of how we collect and use your personal information.

In this Privacy Policy where we use the words **personal information** we use these words to describe information that is about you and other individuals (for example, someone that you nominate for an award or prize, or members of your family) and is information which identifies you or them.

We collect and use your personal information in connection with information that is provided to us:

- if you apply to participate in any activity offered with us;
- in the course of communications between you and us (including by phone, email or otherwise);
- if you apply for and if you receive a grant from us;
- if you are nominated and if you win a prize or award that we offer through one of our Websites or newsletters;
- when you register to use any of the Services;
- when you complete any forms on our Websites;
- when you fill in forms for us before, during or after your involvement with us and/or participation in any of our activities (including applications to attend events that we host or applications to attend workshops that we hold or when you act as a reviewer for us in relation to grant and funding applications);
- if you nominate a third party for a prize or other award;
- if you provide us with feedback on any of the events, programmes or workshops that we organise;
- if you report a problem to us regarding a complaint; and
- via our social media pages, other social media content, tools and applications.

You have the right to object to our use of your personal information at any time. Details of who to contact if you want to exercise this right can be found in the **How to contact us** section below. For further information on all of your rights, please see the **Your rights** section below.

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

For the purpose of data protection law, we are the controller in respect of your personal information collected and used through your interaction, involvement and/or engagement with us. This is because we dictate the purpose for which your personal information is used and how we use your personal information.

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

In the course of your involvement with us, we collect and use personal information about you. Different types of personal information will be held depending on which activity you are applying to get involved with or that you wish to participate in or how you wish to be involved with our work at the Academy. We have set out below how we collect, use, transfer, disclose or otherwise process your personal information.

## Information that we hold about you

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

Type of Personal Information	Examples
<b>General</b>	
Contact information.	Name, title, address, email address and telephone number.
General information.	Gender, marital status, date of birth, academic qualifications, biographies and information about you.
Information about criminal convictions or offences.	If this information is publicly known we may collect this from websites.
Photographs and video recordings.	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.
Feedback on events, programmes or workshops that we hold.	Contact information about you when you provide us with written feedback after attending one of our events, programmes or workshops.
Complaints.	Contact information about you and details of the complaint.
<b>Education</b>	
Education and employment information.	Educational background, employer details and employment history, skills and experience, professional licences, membership of professional bodies.
<b>Financial</b>	
Financial information and account 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.	Bank account number, credit card number or other financial account number and account details.
<b>Marketing Preferences</b>	
Information about you enabling us to provide relevant material and details about our Services.	Contact information that is collected when you apply to participate or use any of our Services. This information may also be collected over the telephone, from our Websites or from you in person.
Marketing preferences, marketing activities and feedback.	Marketing preferences, information relating to competition entry or prize draw entry, or other promotion, or responses to voluntary satisfaction surveys.

Type of Personal Information	Examples
	To improve our marketing communications, we may collect information about interaction with, and responses to, our marketing communications.
Online activity information	We may receive personal information about you when you apply to participate and or use any of the Services.

We also collect your personal information (such as details of the work you are involved with on the Academy's behalf, information about your career and professional background, and details contained in any nomination) from **third party sources**. This personal information is collected in a way that is compliant with the GDPR, and from third party sources such as:

- government departments;
- organisations we partner on our policy work, such as Professional Engineering Institutions;
- transfers of personal information from partner organisations to the Academy such as the Royal Society and other National Academies, Newton Fund International Partner, such as the Chinese Academy of Engineering, Thailand Research Organisation, Fundação de Amparo à Pesquisa do Estado da Bahia (FABESP);
- publicly available sources such as the Beauhurst database (operated by Business Funding Research Ltd), social media profiles e.g. on Facebook, Twitter or LinkedIn, newspapers and news websites, engineering industry periodicals, Who's Who, company websites and company reports such as annual reports and statutory filings, media and parliamentary databases that we subscribe to known as Agility PR Solutions Limited and Dods People UK (operated by Dods Group plc); and
- your referees and individuals who nominate you for prizes, awards or programmes.

#### Information we collect from you using technical means

Type of Personal Information	Examples
<b>General</b>	
Through our use of cookies on our Websites.	<p>Cookies are pieces of information stored directly on the device you are using. Cookies allow us to recognise your device and to collect information such as internet browser type, time spent using Services and pages visited.</p> <p>Please see our Cookies Policy which can be accessed here <a href="https://www.raeng.org.uk/terms-and-conditions/cookies">https://www.raeng.org.uk/terms-and-conditions/cookies</a> for further details on how we use cookies on our Websites.</p>
Through our use of CCTV at our premises at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG.	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.

## INFORMATION ABOUT THIRD PARTIES

In the course of your relationship with us you may provide us with personal information relating to third parties. This includes details of your next of kin for use if there is an emergency situation in relation to your health.

We will use this personal information in accordance with this Privacy Policy. If you are providing personal information to us relating to a third party (unless you are nominating someone for a prize or other award where secrecy is a strict requirement), you confirm that you have the consent of the third party to share such personal information with us and that you have made the information in this Privacy Policy available to the third party.

## HOW DO WE USE THE PERSONAL INFORMATION WE COLLECT ABOUT YOU?

We use your personal information for a variety of different purposes before, during and after your involvement with us, which may include your participation in any of our activities and use of our Services, applying and receiving a grant from us or if you are nominated for a prize.

In particular, your personal information may be used by us, our employees and service providers, and disclosed to third parties for the purposes set out in the table below. For each of these purposes, we have set out the legal basis on which we use your personal information. This is because, under data protection law, we can only use your personal information if we have a legal basis to do so.

Examples of where we have a legal basis to process your personal information includes when:

- we have your **consent**;
- it is **necessary to enter into or perform a contract** we have with you (or take steps at your request prior to entering into that contact);
- it is necessary in order to **protect your vital interests**;
- it is in our **legitimate interests** to process your personal information; or
- the processing is necessary to comply with a **legal obligation**.

We must tell you which legal basis we are relying on when we use your personal information. The legal basis we rely on is set out below together with the purposes that we use your personal information for.

Purpose	Legal Basis
To communicate with you and other individuals.	<p><b>Legitimate interests.</b> 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.</p> <p><b>Performance of a contract</b> we have with you.</p>
To process your application to become involved in and participate in any of our Services.	<p><b>Legitimate interests.</b> We require your personal information 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.</p>

Purpose	Legal Basis
<p>To carry out profiling of individuals for research purposes by obtaining information from public information sources and publicly accessible social media sites to:</p> <ul style="list-style-type: none"> <li>• assess prize nominations;</li> <li>• determine whether an individual will be receptive to financially supporting the activities of the Academy; and</li> <li>• to build relationships with individuals with an engineering background and to send these individuals bespoke and targeted information about the work of and Services provided by the Academy.</li> </ul>	<p><b>Legitimate interests.</b> We require your personal information to enable us to fundraise for the Academy and to build long term relationships with individuals to enable us to carry out our operations as a charitable academy of engineering and in order 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.</p>
<p>To contact you if you have applied for a grant whether you have been successful or unsuccessful and to award any grants to successful applicants.</p>	<p><b>Legitimate interests.</b> We require your personal information to enable us to process your grant application in accordance with 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.</p> <p><b>Performance of a contract</b> we have with you.</p>
<p>To monitor and assess the fairness of our process in relation to assessing and making awards, grants and prizes.</p>	<p><b>Legitimate interests.</b> We require your personal information to ensure that we are fair in relation to our processes for awards, grants and prizes and so as 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.</p>
<p>To administer your payments to us.</p>	<p><b>Performance of a contract</b> we have with you.</p>
<p>To carry out events organised by the Academy of which you are an attendee or speaker or delegate participant and to deal with the related administration.</p>	<p><b>Legitimate interests.</b> We require your personal information to ensure the smooth operation of events and workshops we host, to organise attendees, the speakers and the programme of events and inform all attendees of the other participants to help you to network with other individuals and 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.</p> <p><b>Performance of a contract</b> we have with you.</p>
<p>To provide you with information about the Services we offer (including newsletters, details of any events, workshops or competitions, as well as programmes, which we believe may be of interest to you) in</p>	<p>We will rely on either:</p> <p><b>Legitimate interests.</b> We require your personal information 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</p>

Purpose	Legal Basis
accordance with any specified preferences.	and to promote the advancement of engineering for public benefit; or <b>Consent.</b>
To provide you with information about opportunities within the engineering sector, which we believe may be of interest to you based on knowledge that we have obtained about you based on publicly available sources.	We will rely on either: <b>Legitimate interests.</b> We require your personal information 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; or <b>Consent.</b>
To send you copies of our magazines such as <i>Ingenia</i> when you subscribe to receive these.	<b>Performance of a contract</b> we have with you. <b>Legitimate interests.</b> We require your personal information to enable us to send you a copy of <i>Ingenia</i> , which is an activity we carry out as part of our operations as a charitable academy of engineering and in order 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.
Carrying out video or audio recordings of and take photographs at events, programmes, workshops or meetings you attend.	<b>Legitimate interests.</b> We require your personal information 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.
To improve the quality of training carried out by the Academy and the Services.	<b>Legitimate interests.</b> We require your personal information 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.
To carry out satisfaction surveys, evaluations and analysis.	<b>Legitimate interests.</b> We require your personal information 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.
To provide you with information about a new call for applications to a support scheme we are operating, where you made a previous application to that scheme within the last two years.	<b>Legitimate interests.</b> 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.
To comply with any legal or regulatory obligations (including in connection with a court order).	<b>Necessary for compliance with a legal obligation</b> to which we are subject.

Purpose	Legal Basis
To maintain relationships with beneficiaries of the Academy prizes or grants.	<b>Legitimate interests.</b> 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.
To deliver our responsibilities to the Home Office as a Designated Competent Body in the Assessment of Research and Innovation Talent Visas	<b>Public Task.</b> To enable us to support the Home Office in its statutory duties. <b>Legitimate interests.</b> We require your personal information 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.
To build relationships with individuals with an engineering and policy background. We send individuals bespoke and targeted information about the work of and Services provided by the Academy or invite them to participate in the Academy's policy work.	<b>Legitimate interests.</b> We require your personal information 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.
To communicate with you in your professional capacity for example as a journalist, in order to inform you about developments in the field of engineering and our projects.	<b>Legitimate interests.</b> We require your personal information 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.

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

We may also collect certain sensitive personal information (including any special categories of personal data) from you. This may include information concerning your:

- racial/ethnic origin;
- sexual orientation;
- religious belief;
- current physical, medical condition or disability information; and
- information about your family that is publicly available (this information is used for briefing notes prepared and used internally by the Academy).

When we process your sensitive personal information, we will rely on either of the following legal bases:

- your explicit **consent**; or
- one or more of the other legal bases set out in the table above and the use is **necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity** (for example, when a court issues a court order requiring the processing of your sensitive personal information).



Where we use certain elements of your sensitive personal information (for example, racial or ethnic origin/religious beliefs, health data or details of your sexual orientation to carry out equal opportunities monitoring) we do so in reliance on the **equality of opportunity or treatment** legal basis. We only report on this in a non-attributable and aggregated manner.

**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?**

You agree that we may share your personal information with:

Type of third party	Examples
<b>General</b>	
Our internal departments.	Other internal departments within the Academy such as the Enterprise Hub.
Our service providers	<p>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. For example:</p> <ul style="list-style-type: none"> <li>• box.com who provide secure file sharing services to the Academy;</li> <li>• Microsoft Dynamics who provide the Academy's central records management system;</li> <li>• Microsoft Systems Centre who monitor the Academy's IT systems;</li> <li>• Blancco which is the Academy's recycling partner for the Academy's redundant hardware;</li> <li>• Raiser's Edge NXT which provide IT systems, destination management and storage services to the Academy;</li> <li>• Mailchimp who provide marketing platform services to the Academy;</li> <li>• Fluent Technology Limited who provide the Academy's grant management system Flexi-grant; and</li> <li>• DotMailer who provide the Academy with automated email marketing services.</li> </ul> <p>We will also share your personal information with the following categories of service provider to help us with our operational requirements. For example:</p> <ul style="list-style-type: none"> <li>• travel agencies and travel providers in order to arrange travel for events and programmes that we hold around the world;</li> </ul>

Type of third party	Examples
	<ul style="list-style-type: none"> <li>hotels around the world;</li> <li>Electoral Reform Services in relation to the election and management our of our trustee and Fellowship functions; and</li> <li>printing companies in relation to printing and circulating our media productions.</li> </ul> <p>A current list of these third-party service providers with whom we share your personal information can be provided to you on application to the Compliance Manager at <a href="mailto:cm@raeng.org.uk">cm@raeng.org.uk</a>, or by one of the other means of communication set out in the How to Contact Us section below.</p>
Our professional advisers	Including accountants, lawyers and other professional advisers that assist us in carrying out our business activities. A current list of these third parties can be provided to you on application to the Compliance Manager at <a href="mailto:cm@raeng.org.uk">cm@raeng.org.uk</a> , or by one of the other means of communication set out in the How to Contact Us section below.
International partner organisations with the Academy such as other International Academies.	Chinese Academy of Engineering, TIA (South Africa) and CONCYTEC (Peru).
Other UK national academies.	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.raeng.org.uk/about-us/strategy-and-finance">https://www.raeng.org.uk/about-us/strategy-and-finance</a>
Corporate partners.	These are private sector partners with whom we may collaborate and carry out events, programmes and workshops. Where this takes place, we will share your name with these corporate partners.
Organisations conducting reviews and evaluations of our activities on behalf of our funding providers.	These agencies will be under contract to our funding providers with appropriate controls for processing of personal data that we provide.  An example of a body tasked to review a programme is the Independent Commission for Aid Impact.
Reference checking agencies who undertake certain checks on our behalf about our suppliers.	We perform credit reference checks on suppliers used by the Academy.

Type of third party	Examples
Government authorities and third parties involved in court action.	External agencies and organisations for the purpose of complying with applicable legal and regulatory obligations. For a list of third parties with whom your particular personal information may be shared, please contact the Compliance Manager at <a href="mailto:cm@raeng.org.uk">cm@raeng.org.uk</a> , or by one of the other means of communication set out in the How to Contact Us section below.
Expert peer reviewers who assist us with the review of applications for funding and support.	These reviewers comprise Fellows of the Academy and experts that Fellows have identified as able to offer valuable additional expertise in assessing an application for support. The role of reviewers and the criteria they use for assessment will be clear in the guidance notes to each scheme. They will receive proposals for the purposes of making that assessment only. In line with the widely recognised principles of anonymous peer review, we will not reveal the identity of particular assessors on a funding application. Our reviewers may be based all over the world.
Third party nominators who nominate individuals for prizes.	These third parties will provide us with personal information about you in relation to your confidential nomination for a Prize.

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 reorganisation 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.

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 and outside the European Economic Area (**EEA**). This includes Africa, Brazil, Chile, China, Columbia, Egypt, India, Indonesia, Jordan, Kazakhstan, Kenya, Malaysia, Mexico, Peru, Philippines, Rwanda, Singapore, South Africa, Thailand, Turkey, United States of America and Vietnam. This is because:

- we hold events in these countries related to our charitable purposes;
- we have partnership programmes in place with other engineering related academies and bodies and innovation funding agencies in these countries; or

- we may send applications for funding and grants that we receive to individuals who are eminent academics in the field of engineering and who are based in these countries.

When we transfer personal information outside the 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 take reasonable steps to ensure that your personal information is protected. To do this we use a set of standard data protection clauses, which have been approved by the European Commission. For further information, as to the safeguards we implement and to obtain a copy of such information, 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.

## 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

If your application for a grant or an award from us is unsuccessful, or your nomination is unsuccessful, we will retain your personal information for a period of three years, or in the event of an ongoing complaint or review for a further period until one year beyond the completion of that process.

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. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from 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 have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 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 below for a summary of your rights. You can exercise these rights using the contact details below.

Your rights	What this means
<b>Right of access to your personal information</b>	You have the right to receive a copy of your personal information that we hold about you, subject to certain exemptions.

Your rights	What this means
	We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information you require).
<b>Right to rectify your personal information</b>	You have the right to ask us to correct your personal information that we hold where it is incorrect or incomplete.
<b>Right to erasure of your personal information</b>	<p>You have the right to ask that your personal information be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used;</li> <li>• if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information;</li> <li>• if you object to the use of your personal information (as set out below);</li> <li>• if we have used your personal information unlawfully; or</li> <li>• if your personal information needs to be erased to comply with a legal obligation.</li> </ul>
<b>Right to restrict the use of your personal information</b>	<p>You have the right to suspend our use of your personal information in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where you think your personal information is inaccurate and only for such period to enable us to verify the accuracy of your personal information;</li> <li>• the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead;</li> <li>• we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or</li> <li>• you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.</li> </ul>
<b>Right to data portability</b>	<p>You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible.</p> <p>The right only applies:</p> <ul style="list-style-type: none"> <li>• to personal information which you have provided to us;</li> <li>• where we rely on either of the following legal basis: <ul style="list-style-type: none"> <li>• the use of your personal information is based on your consent; or</li> <li>• for the performance of a contract; and</li> </ul> </li> <li>• when the use of your personal information is carried out by automated (i.e. electronic) means.</li> </ul>
<b>Right to object to the use of your personal information (including</b>	You have the right to object to the use of your personal information in certain circumstances and subject to certain exemptions. For example:

Your rights	What this means
<b>to object to direct marketing, automated decision making and profiling)</b>	<ul style="list-style-type: none"> <li>• where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party);</li> <li>• if you object to the use of your personal information for direct marketing purposes; or</li> <li>• where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you.</li> </ul>
<b>Right to withdraw consent</b>	You have the right to withdraw your consent at any time where we rely on consent to use your personal information.
<b>Right to complain to the relevant data protection authority</b>	You have the right to complain to the relevant data protection authority, which is, in the case of Academy, the Information Commissioner's Office ( <b>ICO</b> ), where you think we have not used your personal information in accordance with data protection law.

## 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 reserve the right to make any changes at any time to take account of changes in our business activities and legal requirements and the manner in which we process personal information.

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 to you.

## 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 24 May 2018.