EARLHAM INSTITUTE SOUND OF SCIENCE PRIVACY NOTICE

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Note: This document is only valid on the day it was printed.

1. SUMMARY

1.1 The Earlham Institute Group, including any fully owned subsidiaries ('EI' 'We' or 'Us') is committed to protecting your data and respecting your privacy.

1.2 This privacy notice explains how We collect, store and use any personal information in connection with the Sound of Science public engagement project, including event registration, audio recording, filming and photography, publication of final content and optional future communications, in accordance with the General Data Protection Regulation (GDPR).

1.3 For the purpose of the Data Protection Act 2018 (the Act), the data controller is EI, based at Norwich Research Park, Colney, Norwich, NR4 7UZ.

2. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

2.1 We may collect and process the following data about you:

- Information you provide when registering for the Sound of Science event through Ticket Tailor, including your name, email address, attendance and participation choices, and any voice-part, instrument or practical information needed to organise the activity.

- Where you register as a parent or guardian, We may collect the number of children attending and an age range where this is needed to organise the event. We will not ask for children's names or exact ages unless there is a specific and necessary reason to do so.

- Audio recordings made during the event, which may include adult and children's voices as part of a group recording. Children's voices will not be individually attributed or deliberately linked to their names or images.

- Video footage and photographs of adults who choose to sit or participate within clearly marked filming areas. Children and family groups will be seated outside these areas and will not be deliberately filmed or photographed by EI.

- Personal stories and statements provided by participating EI scientists. Scientists will be given guidance to focus on their own experiences and motivations and to avoid unnecessarily disclosing private or sensitive information about identifiable family members or other third parties.

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- Your separate choice about whether you would like to receive future EI public engagement and communications updates.

- If you contact Us about the project, We may keep a record of that correspondence.

- The separate Trust in Science survey will not ask for your name, email address or other direct identifiers and will not be linked to your registration record. Please do not include personal or sensitive information about yourself or anyone else in any free-text response.

- EI will not collect access-requirement information through the registration form. Information about accessibility arrangements and the appropriate venue contact will be provided separately.

3. HOW WE USE YOUR INFORMATION?

3.1 We use information held about you in the following ways:

- To administer registration, confirm attendance, provide essential event information and organise singing, instrumental or other participation in the Sound of Science event.
- To make group audio recordings and produce films, photographs and other visual or audio content that communicate our scientific research, promote public engagement and demonstrate the impact of our work.
- To edit and publish approved Sound of Science content on EI websites, social media channels, at events, exhibitions and other digital or public-engagement platforms described to participants.
- To share final approved public-facing products with project and event partners, including UEA, Norwich Science Festival and the event venue, for the public dissemination described in this notice. EI will not share its raw footage with these partners.
- To analyse anonymous Trust in Science survey responses and report the results anonymously or in aggregate in order to evaluate the event and improve future public engagement activities.
- To send future EI public engagement and communications updates where you have selected the separate optional opt-in. Registration and participation are not conditional on agreeing to receive these communications.

3.2 Any filming undertaken independently by UEA or another organisation will be separate from EI's processing. That organisation is responsible for providing its own privacy information and managing its own footage.

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4. WHAT IS OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION?

4.1 Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the Information Commissioner's Office website. We process your personal data under the following legal bases:

Consent – We rely on your consent where you choose to receive future EI public engagement and communications updates. You can withdraw this consent at any time by unsubscribing or contacting Us.

Legitimate Interest – We rely on our legitimate interests to collect and use the limited information needed to administer the event and to capture, edit, publish and use proportionate audio, video and photographic content for scientific communication, outreach and public engagement. We have considered the necessity and impact of this processing and have put measures in place to protect your interests, including marked filming areas, non-filmed family seating and limits on the information collected.

Special category information – We aim to avoid collecting or publishing special category data. Where a participating scientist proposes to include their own health or other special category information, We will assess this in advance and obtain explicit consent where required under Article 9 UK GDPR. Scientists must not disclose identifiable sensitive information about another person unless separately assessed and lawfully authorised.

5. YOUR RIGHTS

5.1 Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

(a) **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right on the Information Commissioner's Office (ICO) website.

(b) **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. You can read more about this right on the ICO website.

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(c) **Your right to erasure** - You have the right to ask us to delete your personal information. You can read more about this right on the ICO website.

(d) **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. You can read more about this right on the ICO website.

(e) **Your right to object to processing** - You have the right to object to the processing of your personal data. You can read more about this right on the ICO website.

(f) **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. You can read more about this right on the ICO website.

(g) **Your right to withdraw consent** – If we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right on the ICO website.

5.2 If you appear in one of our films, you can object to the use of your footage where we rely on Legitimate Interests. Where the footage includes special category data processed on the basis of consent, you may withdraw your consent at any time and we will stop using your footage in future materials and remove it from EI-controlled platforms where reasonably possible.

5.3 Please note that some rights may not apply in all situations. If we cannot comply with your request, we will explain why and inform you of your right to complain to the Information Commissioner's Office if you are not satisfied with our response.

5.4 For more information about your rights, visit the ICO's website: https://ico.org.uk/for-the-public

5.5 If you make a request, we must respond to you without undue delay and in any event within one month.

5.6 To make a data protection rights request, please contact us using the contact details at the bottom of this privacy notice.

6. HOW DO WE STORE AND SHARE YOUR INFORMATION?

6.1 Your registration information will be held in Ticket Tailor and approved, access-controlled EI systems. Access will be limited to EI staff who need the information to administer the project and event.

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6.2 EI's raw audio, video and photographic material will be stored in approved secure EI systems and will not be shared with UEA or other project partners.

6.3 Only final edited products approved for public dissemination will be shared with UEA and other project or event partners. Once final material is made publicly available, other people may view, copy or share it and EI may not be able to retrieve every copy from third-party channels.

6.4 If you opt in to future communications, your contact information will be managed through the Communications Team's established contact-management process. Subscription information is held on a single MailChimp mailing list and We also use a secure, cloud-based Salesforce customer relationship management (CRM) platform to manage and store personal data. These systems are operated in accordance with EI's Communications Privacy Notice and data-protection arrangements.

6.5 The separate Trust in Science survey will be configured so that responses are not linked to Ticket Tailor registration records and do not request direct identifiers. Anonymous survey results may be shared or reported in aggregate.

7. SECURITY OF YOUR INFORMATION.

7.1 We are committed to keeping your personal information safe and secure. Your personal information is created, stored and transmitted securely in a variety of electronic formats. Access to your personal information is limited to staff who have a legitimate interest in it for the purposes of carrying out their contractual duties. We may share your information with any other EI Data Processors for business purposes.

7.2 All footage is transferred and stored using secure, access-controlled systems. External processors must follow equivalent security standards, use encrypted transfer methods, and assist us in responding to any data-subject requests.

7.3 Please note that, although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

8. RETAINING AND DISPOSING OF YOUR INFORMATION

8.1 Registration and event-administration information will be securely deleted immediately after the event unless there is a specific documented reason why limited information must be retained for longer.

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8.2 The Trust in Science survey will be collected anonymously and will not be linked to your registration record. Anonymous survey information may be retained for evaluation and reporting because it does not identify individuals.

8.3 Raw and edited recordings, together with associated recording permissions and records of objections or preferences, will be retained and reviewed in accordance with EI's overarching Filming/Audio Recording Data Protection Impact Assessment. Raw footage and unused material will normally be deleted following completion and approval of the final edited content unless selected footage is intentionally retained for a documented compatible communications or public-engagement purpose. Final approved content may be retained and published for as long as it remains relevant to EI's public-engagement aims.

8.4 If you opt in to future communications, you can unsubscribe from our mailing list at any time through your unique link or by emailing the Digital Communications Team (digital@earlham.ac.uk). Upon unsubscribing your information will be automatically removed from the mailing list. The communications team will undertake an annual review of the mailing list to ensure that the information held is accurate, relevant and not outdated. Any data not meeting these standards will be deleted from our mailing list

8.5 Alternatively, you can request disposal of your data at any time by emailing the Digital Communications team, subject to any applicable legal limitations and the practical limits of removing material that has already been published or copied by third parties.

9. WHO CAN I CONTACT?

9.1 If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact digital@earlham.ac.uk.

9.2 If you have concerns about our handling of your personal data, please contact us at dpa@earlham.ac.uk. We will consider your complaint in accordance with our Data Protection Complaints Procedure. If you remain dissatisfied, you may complain to the Information Commissioner's Office (ICO).

10. COMPLIANCE WITH DATA PROTECTION LEGISLATION

10.1 For the Earlham Institute, the person with responsibility for advising on compliance with data protection legislation is Sarah Cossey, contact: dpa@earlham.ac.uk.

This notice will be reviewed on a regular basis and may be amended and updated at any time. We may also notify you in other ways from time to time about the processing of your personal information.

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