

# IP Inclusive Management Privacy Notice

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**IP INCLUSIVE**

Working for diversity and inclusion in IP

*This Privacy Notice sets out key information about the types of personal data we process; the purposes for which and lawful basis on which we do so; and your rights in connection with the data we process about you. If you want to know more about our data processing activities, you can read our full Data Protection Policy on the IP Inclusive website at <https://ipinclusive.org.uk/privacy-policy/>.*

## Formal details about us

This Notice applies to data processed by IP Inclusive generally and by its associated groups: our communities<sup>1</sup>; our regional networks<sup>2</sup>; our Careers in Ideas outreach campaign<sup>3</sup>; our Mental Health First Aiders' Network<sup>4</sup>; and our Equality, Diversity and Inclusion (EDI) Charter<sup>5</sup> team. In each case, activities carried out under the IP Inclusive banner are overseen by IP Inclusive Management<sup>6</sup>, which is an unincorporated association. IP Inclusive Management is a data controller within the meaning of the Data Protection Act 2018<sup>7</sup>. It is registered as a data controller with the Information Commissioner's Office (ICO), under the reference ZA328855.

Correspondence regarding our data protection policies should be addressed to The Data Protection Officer, either at IP Inclusive Management, c/o The Chartered Institute of Patent Attorneys, 2nd Floor, Viaro House, 20-23 Holborn, London EC1N 2JD, or ideally by email to [data@ipinclusive.org.uk](mailto:data@ipinclusive.org.uk).

## The purposes for which we process personal data

IP Inclusive Management handles personal data about IP Inclusive supporters for the following purposes.

1. If you subscribe to one of our mailing lists, or sign up to the IP Inclusive EDI Charter: keeping you informed about our activities and the support we need to continue them, and about issues and resources relevant to equality, diversity, inclusivity and wellbeing in the UK IP professions.

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<sup>1</sup> See <https://ipinclusive.org.uk/community/>

<sup>2</sup> See <https://ipinclusive.org.uk/our-regional-edi-charter-networks/>

<sup>3</sup> See <https://ipinclusive.org.uk/careers-in-ideas/>

<sup>4</sup> See <https://ipinclusive.org.uk/newsandfeatures/our-support-network-for-mental-health-first-aiders/>

<sup>5</sup> See <https://ipinclusive.org.uk/about/our-charter/>

<sup>6</sup> See <https://ipinclusive.org.uk/ip-inclusive-management/>

<sup>7</sup> The UK's implementation of the General Data Protection Regulation (GDPR): see <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

2. If you sign up to the IP Inclusive Charter: administering the Charter scheme and maintaining our database of signatories, the commitments they have made and their contact details.
3. If you register to attend an IP Inclusive event (which includes an event co-organised by IP Inclusive and one or more third parties): organising the event and communicating with you about it, including with appropriate follow-up materials.
4. If you take part in an IP Inclusive survey: analysing, reporting and acting on the survey responses.
5. If you communicate with us in any other way (including to make or offer a donation to an IP Inclusive project, or to ask us to publish an announcement on our Careers in Ideas website<sup>8</sup>): responding to and where appropriate acting on your communication.

We will not use your personal data for marketing. Nor will we use automated decision making or profiling to process it.

### **Sharing personal data with third parties**

We will not share your personal data with anyone else, other than in the following situations where publicly available online services enable us to operate more efficiently within the limits of our administrative resources.

#### *Automated mailing lists*

If you subscribe to one of our mailing lists, or sign up to the IP Inclusive EDI Charter, we may collect, store, manage and/or use your data through a third party mail automation platform such as Mailchimp<sup>9</sup>. Such platforms allow us to create, send and manage communications with subscribed email addresses. We will tell you if this applies to your data, and advise you to check the third party's privacy notices so that you can let us know if you do not want us to allow the third party to receive and process your data or to send communications to you on our behalf. The communications we send you via these platforms will include links that allow you to unsubscribe from, or update your details and preferences on, the relevant mailing list.

#### *Events*

If you register to attend an IP Inclusive event, we may share your data with trusted third parties that are co-organising or hosting the event. Please note that where you register to attend an IP Inclusive event via a third party online event organising platform such as Eventbrite<sup>10</sup>, or through a third party that co-organises an event with us, you will be providing your data directly to them under the terms of their own data protection policies. You should therefore check their privacy notices before submitting your data. They will allow us access to the data for the purposes set out in point (3) above and again, we may share the data with other trusted third party event hosts and organisers.

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<sup>8</sup> See <https://careersinideas.org.uk/>

<sup>9</sup> See <https://mailchimp.com/>

<sup>10</sup> See <https://www.eventbrite.co.uk/>

### *Surveys*

If you take part in an IP Inclusive survey, your responses will be collected, stored and processed by a third party survey platform such as SurveyMonkey<sup>11</sup>. The platform will allow us access to this data for analysis and further processing. The introduction to the survey will make clear if we are collecting responses anonymously: if so, neither we nor the third party platform will be able to link your IP address with your individual survey response. When reporting survey results, we will not attribute any individual response without the author's permission.

### *Data processing outside the UK*

The third parties referred to above may store and/or process your data outside the UK. We satisfy ourselves that their data protection policies are in line with our own data protection standards, and ideally that they participate in an appropriate certification framework for international data exchange. If you are concerned about the way in which, or locations in which, they handle data, please do not supply them with your personal information. We welcome your input on issues like this, which will help us select suitable online platforms for our future work.

### **Event recordings**

Please note that when you attend our online events, your identity may be visible to other participants and to future viewers of the event recording. If we intend to record an online event, participants are told beforehand; you may wish to leave the meeting if you do not consent, or to switch off your video and anonymise your identity if you prefer. We publish event recordings on our YouTube<sup>12</sup> channel ("unlisted"), or otherwise via the IP Inclusive website.

We like to take photographs and/or screenshots at our events and post them on our website, and/or our social media accounts, to raise awareness of our activities. We do not usually name the people appearing in these pictures (other than speakers), but if you are attending one of our events and would rather we did not post any images that you appear in, please let us know beforehand via [events@ipinclusive.org.uk](mailto:events@ipinclusive.org.uk) or [data@ipinclusive.org.uk](mailto:data@ipinclusive.org.uk) and we will respect your wishes.

### **Our lawful basis for processing personal data**

The lawful basis on which we hold and process your data is our legitimate interests in (a) furthering IP Inclusive's objects of promoting equality, diversity, inclusivity and wellbeing in the UK IP professions, and (b) supplying a service you requested from us (for example access to an event, the publication of an announcement, access to a directory, or – in the case of a mailing list – the provision of information and updates) when you provided the data.

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<sup>11</sup> See <https://www.surveymonkey.com/>

<sup>12</sup> See <https://www.youtube.com/>

## How we handle personal data

We will store your personal data securely and take reasonable and appropriate measures to protect it from loss, damage and misuse, and from unauthorised access, disclosure, alteration and destruction. We will only hold and access it for so long as we need it to fulfil the relevant purpose(s) or to demonstrate our compliance with data protection laws.

## Your rights

You have certain rights in connection with the personal data we handle about you. You can find out more about these rights from the ICO, at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. They include the rights:

- to be informed what personal data we hold about you, the basis on which we obtained it and how we will use it;
- to access and if necessary amend the data;
- to have it deleted from our records, if it is no longer necessary for the purpose(s) for which you originally provided it;
- in certain circumstances provided for in the Data Protection Act 2018<sup>13</sup>, to restrict our processing of the data; and
- to object to our processing the data on grounds relating to your particular situation.

You can exercise these rights at any time by writing to The Data Protection Officer at [data@ipinclusive.org.uk](mailto:data@ipinclusive.org.uk) or at our London address above. We will respond promptly and without charge.

## Complaints

We do not believe that our data processing will have any adverse effects on you and we hope you will be satisfied by the precautions we have taken and the explanations we have provided. However, you have the right:

- to complain or raise a concern about the way in which we store or process your personal data.

Please send your complaint or concern in writing to The Data Protection Officer at [data@ipinclusive.org.uk](mailto:data@ipinclusive.org.uk) or at our London address above. We will do all we can to resolve the matter for you, promptly and without charge. If you are not satisfied with our response, you can refer your complaint or concern to the ICO: see <https://ico.org.uk/for-the-public/raising-concerns/>.

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<sup>13</sup> See <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/>

### **Personal data breaches**

If you become aware of a personal data breach, please immediately notify The Data Protection Officer at [data@ipinclusive.org.uk](mailto:data@ipinclusive.org.uk) so that we can take appropriate action. A personal data breach, in this context, is a security incident that has affected the confidentiality, integrity or availability of personal data you provided to us, for example accidental or unauthorised disclosure of, access to, use of, or alteration or deletion of, the data.

IP Inclusive Management  
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