

## **PRIVACY NOTICE FOR THE TIPPING POINTS PODCAST FEEDBACK COLLECTION**

Imperial College London (“we” or the “College”) has produced Tipping Points podcast series one and would like to ask for audience’s feedback ahead of series two to improve the quality of our tipping points podcasts. This privacy notice explains how we use your personal data when you contact the Tipping Points podcast team (the “Podcast”) to provide your feedback.

### **Personal Data We Collect**

When you contact the Podcast, you might choose to give the following categories of personal data:

- Your e-mail address, display name for your email, your feedback to Tipping Points podcast series one questions you provide for Podcast guests in series two and your preference to have your name attached to it or remain anonymous for the question
- Other personal information you decide to provide to us, such as your name, job title, organisation, country and sector

### **How do we collect your personal data?**

To provide feedback and questions on the Podcast you must email [tippingpoints@imperial.ac.uk](mailto:tippingpoints@imperial.ac.uk) and we will collect your feedback and questions you provide for podcasts via email.

### **Why do we need to use the personal data and what do we use it for?**

The personal data you chose to share with us will help to inform how the second series of the Podcast is structured. We will use your feedback and questions for podcasts to improve the podcast for series two by adapting to the needs of our listeners and to reach a wider audience by creating a more inclusive and interactive experience for our listeners.

Any questions you provide for Podcast guest will be asked by the Podcast host (an Imperial PhD student. The host, and members of the Grantham Institute communications team have access to the [tippingpoint@imperial.ac.uk](mailto:tippingpoint@imperial.ac.uk) inbox.) You can ask to attach your name to the questions on the podcasts or remain anonymous (we will remove your personal information such as your name, email address).

### **Legal Basis for Processing**

Our legal basis for processing your personal data is our legitimate interest to ask for and process feedback to improve the quality of our tipping point podcasts.

### **Data Sharing**

We have contracts with a number of third party service providers, which provide and maintain our IT services, we will share your personal data with them where applicable and necessary.

### **International data transfer**

We will in limited circumstances disclose personal data to third parties, or allow personal data to be stored or handled, in countries outside of the UK or the European Economic Area. For example, we may transfer data to IT service providers based overseas.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law, such as:

- where the College has entered into contractual clauses approved by the European Commission or the ICO that provide appropriate safeguards; or
- there exists another situation where the transfer is permitted under applicable law (for example, transfer on the basis of an adequacy decision).

### **Keeping your personal data**

Your personal data will be deleted from our systems after the podcast series two has been produced. Anonymised feedback will be kept for internal reporting purposes.

### **Security**

Your personal feedback and questions will only be accessed by the host of the podcast and the communications team at the Grantham Institute, who needs to process the information to support the development of the podcast. We will handle your personal information according to Imperial's information governance policies and guidance. **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- 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, in certain circumstances.

Please note that the above rights are not absolute, and requests may be refused where exceptions apply.

Please ensure the personal data you provide is accurate and contact us to keep it up to date if there are any changes.

Further information of how you can make a request for a copy of your personal information at <http://www.imperial.ac.uk/admin-services/legal-services-office/dataprotection/subject-access-requests/> . Please contact us at [fonsdataprotection@imperial.ac.uk](mailto:fonsdataprotection@imperial.ac.uk) if you wish to make a request to exercise your other data protection rights.

**Raise a concern**

If you are not satisfied with how your personal information is used by Imperial and would like to raise a concern or have any questions, please contact [fonsdataprotection@imperial.ac.uk](mailto:fonsdataprotection@imperial.ac.uk). You are also entitled to make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

For more information about how Imperial handles your personal information, please see our [privacy notice for events](#).

This privacy notice was last updated in December 2021.