

IEEE City Robotics Society Privacy Policy

Last Updated: 25/06/2024

1. Introduction

Welcome to IEEE City Robotics Society ("we," "us," or "our"). We are committed to protecting your privacy and ensuring the secure and lawful processing of your personal data. This privacy policy outlines how we collect, use, disclose, and protect your personal information when you interact with our services and website.

2. Information We Collect

We may collect the following categories of personal data:

a. Personally Identifiable Information (PII):

- Name
- Email address
- Contact information (e.g., phone number, address)

b. Educational and Professional Information:

- University degree / Course of study
- Year of study
- Curriculum Vitae (CV)

d. Optional Special and Non-Special Data (collected with explicit consent):

- Gender and other diversity information

3. Legal Basis for Data Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Contractual Necessity: We process your PII and educational/professional information to fulfil our contractual obligations, such as providing our services or products.

Legitimate Interests: We may process your PII and non-special data for our legitimate interests, provided that your rights and interests do not override those interests.

Explicit Consent: For optional special data, such as diversity information, we will obtain your explicit consent before processing this data. You have the right to withdraw your consent at any time.

4. How We Use Your Information

We may use your personal data for the following purposes:

- Providing our services or products
- Communicating with you, including responding to inquiries and requests
- Improving our services and website
- Complying with legal obligations
- Sending you updates, promotions, and marketing materials (where you have provided consent)
- Conducting research, including diversity monitoring (where you have provided consent)
- Sharing relevant job opportunities, including those offered by sponsors or third parties

5. Data Protection Measures

We have implemented appropriate technical and organizational measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. Access to your data is restricted to authorized personnel only.

6. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected or as required by applicable laws and regulations.

7. Sharing of Personal Data with Third Parties

We may share your personal data with third-party service providers, partners, or other entities for the purposes described in this policy. We take measures to ensure that any third party with whom we share your data complies with applicable data protection laws and safeguards your data's privacy and security.

8. International Data Transfers

If we transfer your personal data outside of the United Kingdom or the European Economic Area (EEA), we will ensure that appropriate safeguards are in place to protect your data.

9. Your 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.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

10. Contact Information

If you have any questions, concerns, or requests regarding your personal data or this privacy policy, please contact us at ieee@city.ac.uk

11. Changes to this Policy

We may from time to time update this policy to reflect changes in our data processing practices or legal requirements. Please review this policy periodically for any updates.