

## **ENERGYBASE PRIVACY NOTICE (used at sign up and available on the website)**

As a member of Energybase we will need to collect and store some of your personal data. Energybase is part of the University of London, a registered data controller. The statement below explains how the University will process this data.

### **The data we collect**

In order for us to manage your membership we will need to process your personal data as part of your use of our service. The data we will collect from you include, and is not limited to the following:

- your personal details for example full name, date of birth, contact address
- information about your type of membership (e.g. student, staff, alumni)
- any other relevant medical condition
- financial / payment information

### **What we do with your data**

Energybase processes the information for the following purposes:

- Managing your membership
- Keeping you updated on opening hours and other service specific information
- Anonymised reporting on the number of people using our services for management planning purposes

### **The legal basis we use to process your data**

The University has to have a legal basis for processing your data and relies on the following approach:

- Collecting the data is necessary for the performance of your contract with us as a member of Energybase
- Where you provide 'special category' data such as that related to your health we will obtain your explicit consent in giving us the information
- If in a medical emergency where you cannot give consent and we need to provide your data to a doctor or other medical services we will do this in regard to your vital interests

### **How long we keep your data for**

Your data will be stored for the duration of your membership. After you cease your agreement we will take the following approach:

- Your membership file will be retained for 7 years after you end your membership

### **Sharing your data with third parties**

The University may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under the General Data Protection Regulation. Where data is passed outside the EEA, the University will take the relevant steps to ensure there is adequate protection in place.

Your personal data will not be passed to any other third party without your consent, except where the University is required to do so by law.

### **Your rights**

You have a number of rights under the General Data Protection Regulation, such as the right of access to your data (the 'Subject Access Right'). For more information please see the University's Data Protection page at the following link:

<https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

### **Finding out more**

You can find out more at the University's Data Protection page at the following link:

<https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>