

General Data Protection Regulation (GDPR) Privacy Policy. *Action on Access*.

Purpose for personal data collection. *Action on Access* collects personal data in its company objective to provide a free mailing list and website service to support UK education and research communities by the provision of free news, events, vacancies, research and other relevant information on the general areas of interest to access, admissions, widening participation, student engagement, student support and success in higher, and to a lesser extent further, education mostly but not exclusively in the United Kingdom. We will keep our privacy policy under review as circumstances change.

The data we collect. In terms of data *Action on Access* collects only the following personal information: your name, email address, sometimes telephone contact details and additionally, if you join the *Action on Access* Associates your professional interests.

Collection of data. You directly provide data to *Action on Access* when you register online through the website, through third party Jiscmail, or by direct email contact to contact@actiononaccess.org or to a.rawson@actiononaccess.org.

Indirectly through one of your colleagues email providing us with your name and email data when we can see you are copied into that request. And, if you view or use the *Action on Access* website information may be gathered through cookies or similar technology. (Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information, and used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept cookies and you can remove cookies from your browser though some website features may not function as a result.)

How we use the data. We collect and keep your data so that we can notify you of appropriate news, events and information through the *Action on Access* Jiscmail list 'Action on Access – Widening Participation in Higher Education' ActiononAccess@Jiscmail.ac.uk; and if necessary for administrative purposes such as managing membership of the mailing list, supporting you in using the mailing list, or in making the mailing list better.

By sharing your data with us you consent to this data being shared with Jiscmail for the purpose of administrating the Jiscmail list referred to above.

You can easily unsubscribe from the Jiscmail list by using the unsubscribe button at the bottom of all notifications.

Storage of your data. *Action on Access* securely stores your data on the company PC held at the company premises; it is regularly backed up and is only accessed by the company (as data controller)and the technical officer if required to solve technical problems.

Action on Access will keep your data until you request us to delete it from our system or it ceases to be a viable email address. If ever the company ceases to trade you will be notified of that and your email address deleted.

Marketing. *Action on Access* will send you information through the Jiscmail notifications on appropriate news, events and information sometimes containing relevant products and services offered by other organisations. Your data will not be used for any direct marketing.

Private policies of other websites. The *Action on Access* website and Jiscmail notifications contain links to other websites. Jiscmail fully complies with the EU's General Data Protection Regulation. Our privacy policy applies only to our website and notifications, so if you click on another website you should read their privacy policy.

Data protection rights. You are entitled to:

The right to access *Action on Access* copies of your personal data

The right to rectification, to request *Action on Access* corrects any information you believe to be inaccurate or incomplete

The right to erasure – that we erase your personal information

The right to object to processing. You can, under certain conditions, limit the way we use your data, as an alternative to requesting the erasure of your data

The right to data portability, that we transfer the data we have collected to another organisation, or directly to you, under certain conditions.

Questions or concerns about our privacy policy or information we hold about you. If you make a request we will respond to you within one month. If you have any questions about *Action on Access*'s privacy policy, the data we hold on you, or you would like to exercise any of these rights, please contact *Action on Access* at contact@actiononaccess.org, Phone us on 07541 850937, or write to

Action on Access
Cloudlands
St Agnes Lane
Torquay
Devon TQ@ 6QD
United Kingdom.

How to make a complaint. If you have a concern about the way *Action on Access* is handling your personal information or wish to clarify any of the information in this policy – in the first instance please use the contact details above, and we can help to better inform you about what we are doing to protect your data.

If you are unsatisfied with our information rights practices, and we have not provided a satisfactory answer to your concern after contacting us, you can complain to the Information Commissioner's dedicated helpline: 0303 123 1113.

Andrew Rawson, Director, *Action on Access*, 1 September 2020.