

Data Lab Community Privacy Notice

The Data Lab is committed to preserving your privacy. This notice sets out how The Data Lab (“we”, “our” and “us”) uses personal information that we collect from you when you use The Data Lab Community.

As a Scottish Innovation Centre, The Data Lab is administered and hosted by the University of Edinburgh meaning that we are the same legal entity. The University of Edinburgh is a registered charity with registration number SC005336.

For the purpose of the General Data Protection Regulation, the data controller is the University of Edinburgh with offices at Old College, South Bridge, Edinburgh, EH8 9YL, Information Commissioner’s Office Registration Number Z6426984.

This privacy notice applies to any registered or registering users of The Data Lab Community.

Please note The Data Lab offers other services which are provided under different privacy notices. For example, if you use our website www.thedatalab.com or attend an event hosted by The Data Lab, the relevant privacy policy is - <https://www.thedatalab.com/privacy-policy>.

The Data Lab uses a solution called “Hivebrite” which provides the basis of The Data Lab Community. Hivebrite is provided by Kit United SAS. Kit United SAS acts as our Data Processor under the General Data Protection Regulation. Kit United SAS will process personal data strictly for the purposes of operating the platform. The Data Lab has a contract in place with Kit United SAS to ensure they are obliged to protect your personal information.

Information About You

We will collect the following information from you. Where you sign in via another platform e.g. LinkedIn, this information may be provided via that platform.

INFORMATION COLLECTED	REASONS FOR COLLECTING IT	LEGAL BASIS
Contact Information: Name, email address	We collect this information so that we can provide you with access to The Data Lab Community and inform you of any updates, changes or other important information in relation to your use of The Data Lab Community. If you opt in to our emails we will use your email address to provide you with updates relevant to The Data Lab and The Data Lab Community	Contract – we collect this information in order to fulfil our agreement with you to provide access to The Data Lab Community Consent – We only send you these emails where you have provided your consent.

INFORMATION COLLECTED	REASONS FOR COLLECTING IT	LEGAL BASIS
Professional Information: Details about your job role, the sector you work or study in, areas of interest, qualifications, photograph, work history, location	We ask you to provide this information to complete your profile on The Data Lab Community. This allows other users to find out about you and if you have experience / knowledge in areas of interest to them. This helps to enable connections and opportunities so that everyone can get the most out of The Data Lab Community.	Contract - to provide you with the service offered by The Data Lab Community. Legitimate interests – to allow you to get the most out of The Data Lab Community.
Equalities Information: Your gender, ethnicity and age	We collect this information as we wish to make sure The Data Lab Community allows equal opportunities and to be able to assess and improve upon the accessibility of The Data Lab Community	Legitimate interests and substantial public interest – equal opportunities monitoring
Payment Information: If you decide to purchase paid for content we will process your payment details	Where paid for content is available and you wish to purchase, we will require your payment information to facilitate this.	Contract – to enable you to fulfil your obligation to pay us for content (where you decide to purchase this)
Information provided by you when using The Data Lab Community: any personal information you choose to upload to The Data Lab Community	The Data Lab Community is an interactive place which allows members to upload their own content and interact with other members. If you choose to upload any personal information this will be stored on The Data Lab Community.	Consent – you are not obliged to contribute any personal information to the interactive areas of The Data Lab Community and to do so will be at your own choosing.
Cookies Information: Information collected about you by way of cookies: this may include your IP address, browser type, and activity on The Data Lab Community. For more details please see our Cookies Notice.	We use cookies to improve your experience using The Data Lab Community and to allow us to assess how visitors use The Data Lab Community so we can continuously improve.	Other than cookies which are strictly necessary for the functioning of The Data Lab Community, we will use cookies only on the basis of your prior consent. Please see our cookies notice for more information.

Sharing Tools and Linking to Other Websites

The Data Lab Community uses sharing tools. Sharing tools allow you to share content through social networks such as Facebook, LinkedIn or Twitter. When you click on a sharing button, the social networking site may place a cookie on your computer. This would be a third-party cookie set by the social networking site. If you have any questions about the use of these third-party cookies, you should check the relevant social networking site's cookie policy. As we want your experience of our website to be as informative and useful as possible, we provide a number of links to websites operated by third parties.

Please be aware that we do not have any control over third party websites and that such third party websites may send their own cookies to users, or otherwise collect data or solicit personal information.

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such third party websites and so these are not governed by this privacy policy. We encourage you to review each third party website's privacy policy before browsing and interacting with the website in question.

Retention of Your Information

We retain the personal data you provide while your account is in existence or as needed to provide you services. We will retain your information and keep your profile open until you or we decide to close your account.

We generally delete closed account information within 30 days of account closure, except as noted below.

We retain your personal data even after you have closed your account if reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse, enforce our acceptable use policy and terms of use, or fulfil your request to opt out from further messages from us from The Data Lab Community. As a Scottish Innovation Centre, we may have to comply with statutory retention periods as required by our funders.

Information regarding your interactions with others (e.g. through mail, uploaded videos or forum posts) will remain visible after you close your account or delete the information from your own profile or mailbox. We do not control data that other members may have copied out of our services.

Disclosure of Your Information

We will never sell or trade your personal information to others.

We use third party service providers and suppliers to deliver certain services. We put contractual arrangements in place with these third parties to ensure they are obliged to protect your personal information.

We only share your personal information where it is reasonably necessary to properly administer our business and/or to comply with law / regulations.

As noted above, Kit United SAS is the provider of the platform and will process your personal data solely for the purposes of providing the platform. Kit United SAS also carries out statistical analysis on the platform use but only after the personal data has been anonymised.

The following third parties may have access to your personal information:

- Software providers – where necessary for providing The Data Lab Community -this includes Google Cloud Platform which hosts The Data Lab Community, Amazon AWS which hosts images, profile pictures and backups, Sendgrid for the sending of emails from the Hivebrite Solution and Sentry for the production and storage of error logs which enables Kit United SAS to correct any errors in the code;
- Regulators, government departments, law enforcement authorities, tax authorities, accountants, insurance companies, professional advisers, dispute resolution bodies or the courts – where necessary to comply with law or enforce or rights; and
- Scottish Funding Council, Scottish Government, Scottish Enterprise and/or Highlands and Islands Enterprise – as a Scottish Innovation Centre we have certain reporting duties to our funders.
- Consultants – we use third party consultants where we require specialist assistance to deliver our services and where these are required on a short term or ad hoc basis, this includes specialist training providers, marketing / technology specialists and recruitment specialists.

Some of these entities may also be data controllers but please contact us in the first instance if you have any questions.

Please also note that other users of The Data Lab Community will be able to view any personal information in your public profile or which you post to any interactive features on The Data Lab Community.

Location of Your Information

The information we collect from you may be stored inside the UK, the European Economic Area (“EEA”) or outside the EEA.

If you live or work outside of the EEA, we may need to transfer your personal information outside of the EEA to correspond with you. Where this applies, we will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this privacy notice.

We may transfer personal information outside the EEA where our service providers host, process, or store personal information outside the EEA. Where this is the case we use contractual arrangements and safeguards to protect this personal information, these safeguards include:

- The country to which the personal information will be transferred has been deemed to provide an adequate level of protection for personal information by the European Commission.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal information the same protection it has in Europe.

If you would like more detail on this, please contact us.

Your Rights

All individuals have a number of rights under data protection laws. However, they do not apply in all circumstances.

If you wish to exercise any of them, please email us and we will explain at that time if they are applicable or not.

We will inform you in writing following receipt of your written request and if necessary, seek additional information from you about your request, including proof of identity.

- The right to request access to your personal information, be informed about the processing of your personal information and receive a copy of the personal information we hold about you. We are obliged to respond to any such request within one month of receiving a request, subject to limited exceptions.
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- The right to object to processing of your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased (the “right to be forgotten”).
- The right to move, copy or transfer your personal information (“data portability”).
- The right to withdraw your consent to processing (if consent is relied upon by us to process the personal data).
- Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.
- At all times, you have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

Security

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted online or through The Data Lab Community. Any transmission is at your own risk. Once we have received your information, we use strict procedures and security features to try to prevent unauthorised access.

Contact Details

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

If you have any questions about this privacy policy, including if you wish to exercise any of your rights, please contact us at info@thedatalab.com with the subject line “privacy policy”.

Our Data Protection Officer is contactable by email at dpo@ed.ac.uk.