



## **Marine Knowledge Exchange Network (M-KEN) Privacy Notice**

Updated July 2018

This notice reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018. Please ensure that you read it carefully so that you understand how we will use your personal data.

The Marine Knowledge Exchange Network (**M-KEN**) is committed to being transparent about how it collects and uses these data and to meeting its data protection obligations.

M-KEN is a network which is open to individuals and organisations. M-KEN is managed and run by the University of East Anglia (UEA). The UEA is a registered data controller and will collect and use your information in accordance with current UK data protection legislation.

### **Who this policy applies to:**

Members of the Marine Knowledge Exchange Network, both individual and corporate.

### **What information does M-KEN collect?**

M-KEN collects name, address and contact details, including email address, mobile and office numbers.

### **How we use these data:**

M-KEN uses the data provided by you in your application to join the network, to share information which we think may be of interest; this may be directly or for example via our newsletter. We also use your information to invite you to relevant meetings and events.

### **Where information may be held:**

Information may be held at the UEA offices in electronic or hard copy.

### **How does M-KEN protect data?**

M-KEN takes the security of your data seriously. Following UEA internal policies, controls are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by UEA data administrators in the proper performance of their duties.

We may also use third party organisations, known as data processors, to provide certain services on our behalf, such as events management. In order to deliver these services, these organisations may have access to M-KEN members' data. We are required to have contracts in place with each of these data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will hold it securely and retain it for the period we instruct.

**For how long does M-KEN keep data?**

M-KEN will keep your data in a secure manner for as long as is necessary for the purpose(s) for which it was collected. If at any stage you wish to remove your contact details from the database, please send a short message to [mken@uea.ac.uk](mailto:mken@uea.ac.uk)

**Updating and review**

We will keep this Privacy Notice under regular review and update it as appropriate.

**Further details and contact information**

For general information on your data protection rights, who to contact if you have a complaint or a concern about the accuracy, retention or processing of your personal information, and for other information about data protection at UEA that you might find helpful, see <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/further-information>