Talking Maths in Public

Privacy Policy



This policy sets out what we do with your personal data which you provide to us, for example when you visit our website, sign up to our newsletter or purchase event tickets.

Who we are

Talking Maths in Public (TMiP) is a charitable trust which exists to promote the communication of mathematics to the public in the UK. We are a small not-for-profit organisation run by volunteers which form our Board of Trustees (also known as the TMiP committee). We are the data controller for the purposes of the General Data Protection Regulation unless otherwise stated. More information can be found in our constitution and data protection policy.

If you have a question or concern about this policy, or about privacy or data protection, you can get in touch with us via info@talkingmathsinpublic.uk.

Visiting our website

By visiting our website, signing up to our newsletter or booking a ticket for one of our events you agree to the terms of this policy. Please be aware that from time to time we will update this policy and that this policy does not apply to any third party website which may be linked to our website.

Information we collect and process about you

We may collect and process your personal data. Personal data is any information by which a living individual might be identified directly or indirectly. For example, a person may be identified by name, age, geographical location, email address or social media user name or a combination of these.

In the sections below we outline the situations in which we collect and process your personal data. We also let you know why we need your personal data, how it will be processed and stored, and how you can make changes to your details or request that processing of your personal data is stopped.

Our newsletter

We may collect and process personal data that you choose to provide to us by signing up to our newsletter. You may provide your name and email address when you sign up to our newsletter, which we will use to keep you up to date about our work, events and any related topics of interest, such as other maths communication activities. We will process your personal data based on your consent to receiving our newsletters.

The information you provide will be stored securely by MailChimp, who host our newsletter. We will not keep your details for longer than necessary. You can change your details or unsubscribe at any time via the 'update your preferences' or 'unsubscribe from this list' links in our emails or by emailing <u>info@talkingmathsinpublic.uk</u>. MailChimp's privacy policy can be viewed at <u>intuit.com/privacy/statement</u>.

Animation Generation Collaboration

Those signing up for the Animation Generation Collaboration mailing list - to receive details of each month's prompts, and a reminder before the deadline each month - will have their email address shared with the mailing list platform Kit. Their privacy policy can be found at <u>kit.com/privacy</u>.

Ticketed events

You may book tickets for our events online. You may provide your or your guest's name and email address to complete the booking for our public events. We may also ask for additional information, including sensitive information such as accessibility needs, in order to run our events effectively. Please see our events terms and conditions for more details.

For event bookings we use a third party service, PreTix. All personal information provided by you and processed by PreTix is also governed by PreTix's privacy policy, a copy of which is located at <u>pretix.eu/about/en/privacy</u>. TMiP will use your personal data to send you emails relating to the specific event(s) you have booked, based on legitimate interest.

TMiP occasionally runs events in partnership with other organisations. In this instance we may share your personal data with these third parties, solely for the purpose of providing you with information relating to the event. We will inform you of this, including the name and contact details of the partner organisation with whom we may share your details, at the time of making a booking for such an event.

If you have any queries in relation to the processing of your personal data for our events please contact us at <u>info@talkingmathsinpublic.uk</u>.

Application forms and surveys

You may choose to give us additional information via Google Forms, for example to submit a talk for one of our events or apply for a bursary. This information, including any sensitive information such as eligibility for a bursary or assistance grant, will be used for the purpose you have supplied it and will not be stored longer than necessary. The processing of this data is also governed by Google's privacy policy, a copy of which is located at https://policies.google.com/privacy?hl=en-US.

How we process and store your data

All personal data provided to TMiP is processed in line with the relevant data protection legislation and the TMiP data protection policy. We keep your details secure and we will ensure that we only keep your details for as long as necessary. We have processes in place to ensure personal data is kept for the purpose for which it was originally collected and that it is accurate and up to date. Any personal data which is no longer required for its original purpose will be securely removed from our records unless it is required to keep such data due to our legitimate interest. We will not share your personal data with a third party except when it is necessary to be able to fulfil our obligations.

We use Google Drive to coordinate our events and activities. The TMiP Google Drive folder is only accessible to the TMiP board of trustees and is also governed by the Google Privacy Policy (<u>https://policies.google.com/privacy?hl=en-US</u>). We only store personal data (including sensitive data) in Google Drive for the purpose of administering our events and activities and the data will not be stored for longer than necessary (please see our data protection policy for more details). Where it is necessary to create an offline copy of any data (for example, due to the lack of internet connection) this will be sorted on the personal computer of one of the TMiP board of trustees, or in a password protected area of a shared computer, to avoid any unauthorised access.

Some of the information that we ask you to provide may be submitted directly to a third party service provider which collects and stores information for us and sends out emails on our behalf, including PreTix, Mail Chimp, Kit and Google Forms (see above).

We may also share your personal data with a third party if we are under a duty to disclose or share your details in order to comply with any legal obligation, or in order to enforce our terms of use.

We will take all steps reasonably necessary to ensure that any of your details which we share with third parties in the above circumstances are treated securely and in accordance with the terms of this policy.

You have the right to request a copy of the information that we hold about you. If you would like to request such a copy, please contact us <u>info@talkingmathsinpublic.uk</u>. You may ask us to correct or remove information you think is inaccurate by contacting us at <u>info@talkingmathsinpublic.uk</u>. You may request that further processing of your personal data is stopped and/or your personal details are removed from our records by contacting us at <u>info@talkingmathsinpublic.uk</u>.

You can unsubscribe from any newsletters we send you. To change email preferences, please contact us at <u>info@talkingmathsinpublic.uk</u>. You can also unsubscribe by clicking on the 'Unsubscribe from this list' link in our emails to you.

We hope you will be happy with the way we handle your personal details, but if not you have the right to complain to the Information Commissioner - see <u>www.ico.org.uk</u>.

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