

Email newsletters privacy notice

Imperial College Union (“we” or the “Union”) provide various newsletters via email about our activities, services and achievements. This privacy notice explains how we use your personal data when you sign up to receive Liberation Group information (the “Newsletter”).

Why we process your information

If you opt-in to receiving the Newsletter, we will ask for your:

- First and Last Name
- Email Address
- A list of your newsletter preferences to receive email relating to liberation groups

Our legal basis for processing your personal data for the purposes of sending you the Newsletter via email is based on your consent - by consenting to receiving the Newsletter via email you are giving us permission to process your personal data specifically for the purpose of sending you the Newsletter via email.

You may withdraw consent at any time by clicking unsubscribe on any Newsletter email or by emailing unioncom@imperial.ac.uk and asking to be removed.

Sharing your personal information

We may share your personal data with service providers who assist the Union in the preparation, distribution and/or administration related to the Newsletter. Our legal basis for sharing your data in this way is that it is necessary for our legitimate interest in providing you with the Newsletter.

All our service providers are required to take appropriate security measures to protect your personal information in line with data protection laws. We do not allow our service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Some service providers may process your personal information outside the European Economic Area. Where this is the case, you can expect a similar degree of protection in respect of your personal information and your personal information will only be transferred where the transfer is permitted under the law.

For example, we currently use:

- MailChimp (whose legal name is The Rocket Science Group LLC) who provide mailing list tools that assist us with the email distribution of the Newsletter to our subscribers. We share subscribers’ names and email address and list preferences with MailChimp for these purposes. MailChimp’s servers and offices are located in the United States, so your information may be transferred to, stored, or processed in the United States. MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework and, on this basis, we can lawfully transfer personal information to them for the purposes of MailChimp providing their services to us;

Except as explained above, we will not share your information with anyone, unless where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

Keeping your personal information

If you unsubscribe from the Newsletter we will keep your information on a suppression list to ensure you are not emailed again. We will keep your information for the duration of the current academic year (running 1st August to 31st July), after which your information will be completely removed from our systems. You may get in touch with us at unioncom@imperial.ac.uk to request that your information is completely removed from our systems.

Your rights

You have the right to:

- receive a copy of the information we hold about you in a reasonable format specified by you, including for the purpose of transferring that data to another data controller;
- request us to erase your personal data or object to our processing of your personal data;
- request your information be changed if you believe it was not correct at the time you provided it;
- unsubscribe and have your information deleted if you no longer want to receive the Newsletter.

If you are not satisfied with how we are processing your personal data, you can raise a concern with the Information Commissioner: www.ico.org.uk

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this information, please contact our Data Protection Coordinator at:

Systems Manager
Imperial College Union
Prince Consort Road
London SW7 2BB

e-mail: icu.systems@imperial.ac.uk