



SEADREAM

Science & Engineering Around Devon; Research, Education And More!
www.seadreameducation.com

GDPR Policy

Last Review: 03.052021

**Date due for Review: March 2022 (Policy)
 September 2021 (Inventory)**

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1 Who are Seadream Education CIC?

Seadream Education CIC is a non-profit Community Interest Company set up by marine biologist Dr Juliette Jackson to deliver exciting science and engineering to instil passion, awe, knowledge, understanding and respect for the world around us.

- Seadream Education CIC delivers interactive science and engineering workshops.
- Performs tailored outreach to schools and clubs throughout the South West of England.
- Delivers public engagement activities.
- Carries out small research projects in collaboration with organisations such as Plymouth University and the Environment Agency.
- Seeks funding and collaborative opportunities for education and research
- Delivers the “Ocean Discovery Zone” at festivals and large events

2 Registration with the ICO as a Data Controller

As a small, not-for-profit organisation, Seadream CIC is exempt from the need to register with the ICO as a Data Controller/Processor.

3 Data Inventory

A summary of our inventory is accessible upon request. This is reviewed on a six month basis.

4 Legal Basis for collecting and Processing Data

There are three main purposes requiring Seadream CIC to process a minimum amount of personal data. All data collected are listed and described in the Data Inventory.

4.1 Contract

Where Seadream CIC enters into a contract to provide services such as outreach, workshops, resources or research, Seadream will collect and manage the necessary personal data to fulfil that contract e.g. contact details for grant providers.

4.2 Consent

Seadream will collect consent data for participation in surveys to improve our service and the use of photographs in educational or dissemination purposes.

4.3 Legitimate Interest Assessment

Seadream may record personal data for research into areas such as impact assessment and contribution to best practice guidance in education and outreach.

5 Website, Bog and Social Media

Website

Our website address is www.seadreameducation.com. This is hosted by one.com. The one.com privacy policy can be found at <https://www.one.com/en/info/privacy-policy>.

The Seadream Privacy Statement and GDPR Policy is available upon request and is published on our website.

The website was set up by Seadream director Juliette Jackson and underwent a revamp in 2017 with a subcontracted third party, their privacy statement is available at <https://www.design22.co.uk/privacy-policy/>.

Social Media

Seadream has its own Facebook page and 2 associated pages - the “Ocean Discovery Zone” and the Seadream Research Project “South Devon Jellyfish Survey” pages:

<https://www.facebook.com/Seadreameducation/>

<https://www.facebook.com/OceansDZ/>

<https://www.facebook.com/SouthDevonJellyfishSurvey/>

The Facebook privacy policy is found here: https://www.facebook.com/legal/FB_Work_Privacy

Seadream and the Ocean Discovery Zone have twitter: <https://twitter.com/Seadreamed> The twitter privacy policy is found here: <https://twitter.com/en/privacy>

Seadream and the Ocean Discovery Zone have Instagram: The Instagram privacy policy is found here: <https://help.instagram.com/519522125107875>

Contact us using the following emails:

sea@seadreameducation.com

jjackson@seadreameducation.com

5.1 External posts to our social media pages

Posts to any of our social media sites will be reviewed and are subject to the privacy policy of the social media provider. Where contributions are made to our research using a social media platform e.g. posting photos of jellyfish on the South Devon Jellyfish Survey Facebook page, the information provided will be saved and recorded electronically. This will include the date of the post, the information provided (e.g.

about the jellyfish sighting) and the source (e.g. Facebook post, Instagram comment). Personal information will not be extracted. Only necessary information to allow validation of the research findings will be kept. Research data will be destroyed 5 years after the end of the study.

All personal information is treated as confidential.

6 Oceandiscoveryzone website

Our website: <https://oceandiscoveryzone.co.uk> was hosted by Siteground.com but discontinued in 2019.

7 Research Studies

Each Research Study will produce an information sheet or similar document to inform participants of the type of data collected and how to access the Seadream GDPR policy documents.

1 Appendix 1

Self-Assessment of “no requirement to pay fee” performed 02/05/2021

The screenshot shows a web browser window displaying the ICO registration self-assessment form. The URL is <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/y/N/Y/Yes/Yes/No/Yes>. The page title is "Registration self-assessment". There is a "Start again" button in the top right corner. The form consists of six questions, each with a "Change this answer" link. The answers provided are: 1. No, 2. Yes, 3. Yes, 4. Yes, 5. No, and 6. Yes. Below the questions, a summary states: "You are under no requirement to pay a fee". It explains that some not-for-profit organisations are exempt and based on the information provided, the user does not have to pay a data protection fee to the ICO. It also mentions that the user's organisation adheres to the principles of the General Data Protection Regulations and provides links to training materials. Finally, it notes that even if exempt, the user may still wish to pay a data protection fee.

For organisations / Data protection fee / Self-assessment

Registration self-assessment

[Start again](#)

1. Do you use CCTV for the purposes of crime prevention? No	Change this answer
2. Are you processing personal information? Yes	Change this answer
3. Do you process the information electronically? Yes	Change this answer
4. Is your organisation responsible for deciding how the information is processed? Yes	Change this answer
5. Do you only process information for one of the following purposes? No	Change this answer
6. Are you a not-for-profit organisation that qualifies for an exemption? Yes	Change this answer

You are under no requirement to pay a fee

Some not-for-profit organisations are exempt and based on the information you have provided you do not have to pay a data protection fee to the ICO.

However, it is important that your organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information. To help ensure you are complying with the GDPR, we have produced a range of [training materials](#) including practical toolkits, training videos and more.

Even if you are exempt, you may still wish to [pay a data protection fee](#).

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